

Procurement Office Women University Swabi

Topi Road, Main Campus at Village Kotha, District Swabi

Phone No: +92-938-221131, Fax No: +92-938-221138

URL: www.wus.edu.pk

Tender No: WUS/Proc/2024/02: For the Supply of Printing and Stationery items and Tyres for different Vehicles of Women University Swabi.

TENDER DOCUMENT

For the Supply of Various Printing and Stationery Items and Tyres for Women University Swabi Tender No. WUS/Proc/2024/2

Issued by

Procurement Section, Women University Swabi.

Topi Road, Main Campus at Village Kotha, District Swabi, Khyber
Pakhtunkhwa, Pakistan

Ph.: 0938 221131

Email: procurement@wus.edu.pk

Web: www.wus.edu.pk

Mandatory Note (otherwise, bids will be rejected).

I. Please Sign and Stamp all the pages

II. Fill all pages (all parts + Annexure)

III. Tender submitted without Annexure and Check list will not be Acceptable.

Note: The Competent Authority reserves the right to accept or reject any or all the tender/any offer as per KPPRA Rules 2014.



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Women University Swabi TENDER NOTICE

Sealed Bids are invited for the supply of various Printing and Stationery items and Tyres through **Single Stage-One Envelop** bidding procedure as per KPPRA Rules-2014 from Firms/Companies/Supplier of Importers/General Order Suppliers/Authorized dealers, registered with Tax Departments and who are in Active Taxpayers list of the FBR.

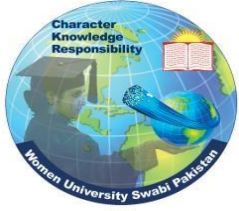
The Tender/Quotation should reach to the undersigned latest by **Tuesday, March 26, 2024 at 11:00 am** through **registered Post/Courier Services** to women university Swabi, Main Campus, Topi Road, Kotha District Swabi. Bids will be opened on the same day on March 26, 2024 at 11:30 am in the Committee Room of women university Swabi, Kotha Campus in the presence of the bidders or their representative (If willing). The bidding documents, containing detailed terms and conditions can be downloaded from the University web site: www.wus.edu.pk.

2% Earnest money (Refundable) and tender processing fee of Rs.2000/-(Non-Refundable) in form of Demand Draft in favor of the Women University Swabi must be submitted along with the bidding documents.

Women University Swabi reserves the right to accept/reject any/all tenders/bids as per KPPRA rules.

For further information please contact on Ph.: 0938221131, E Mail: procurement@wus.edu.pk

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TERMS & CONDITIONS:

- The detailed terms & conditions have been set forth in the Tender Document, which is available in the **Procurement Office** of Women University Swabi.
- Tender Document can also be downloaded from the university Website: www.wus.edu.pk. Tender Processing Fee Rs.2,000/-(Non-Refundable) in the form of Bank Draft in favor of Women University Swabi must be submitted along with bid.
- The Bid Security @2% (**Refundable**) amount of the total bid price shall be submitted in the form of Bank Draft in favor of **The Women University Swabi**. Security must be submitted from the account of firm/bidder/contractors who submit the bid. No bid will be accepted without Tender processing fee and 2% earnest money.
- The Bid/Quotation should reach this office by Tuesday, March **26, 2024** before **11:00 am**. Bids will be opened on the same date at **11:30 am** in the Committee room Women University Swabi.
- Quotation/Bid must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

Procurement Officer
Women University Swabi
Ph. No. 0938- 221131



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TENDER DOCUMENTS

Firm/Bidder Name	
Phone & Mobile Number	
CNIC/NTN	
GST No.	
Tender applied for	Stationery and Printing Items and Tyres for Women University Swabi.
Call Deposit Amount	
Call Deposit No.	



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BID DATA FORM

Company/ Firm:

Name _____

Address _____

Telephone No. _____ Cell No. _____

Fax No. _____ E-mail Address: _____

Registration No. _____

Income Tax Registration# _____

Sales Tax Registration #. KPK _____

Other Registration # (if any) _____

Local office if any:

Name _____

Address _____

Telephone No. _____ Fax No. _____

Contact Person:

Name _____

Address _____

Telephone No. _____ Cell No. _____

E-mail Address: _____ Fax No. _____

Call Deposit No. & Date: _____

Signature of Owner/ Representative: _____

Stamp:



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TERMS AND CONDITIONS FOR SUPPLY OF PRINTING AND STATIONER ITEMS AND TYRES FOR DIFFERENT VEHICLES OF WOMEN UNIVERSITY SWABI.

The Tender Document is classified in Two Packages A and B. Package A is related to the supply of Printing and Stationery items and Package B is related to the Supply of Tyres to Women University Swabi. The bidders can apply for one package or both the packages.

1. Documents Required for Bidder for Printing and Stationary:

The Firm/Supplier/Original Manufacturer/Authorized Dealer/Distributor eligible to apply are required to submit the following documents with their bidding proposal:

- I. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
- II. Valid Professional Tax Certificate.
- III. Active Tax payer List (online print of ATL for GST and Income Tax).
- IV. At least 02 Years' experience in printing and the supply of Stationery/ Tyres. (Attach Certificate of Incorporation/Registration).
- V. An undertaking on legal paper that the company has never been blacklisted by any government agencies/Authority
- VI. Full Address and Contact Numbers of the Office(s).
- VII. A Copy of Tax Returns (GST and Income Tax) of last month of the firm/supplier.
- VII. Full Address and contact numbers of the office.
- XI. Manufacturer authorized dealer ship certificate must be provided by the bidder in case of authorized dealer.

2. GENERAL

- I. Sealed Bids must be accompanied by bid security at 2% of Total Bidder's Price in form of Call Deposit Receipt (CDR) in Original in the name of Women University Swabi.
- II. Conditional/incomplete tenders will not be accepted.
- III. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- IV. Bids submitted without prescribed Tender fee and Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee in shape of CDR and Earnest money in shape of CDR shall be submitted separately along with Tender. Cheques are not acceptable
- V. Bidders are required to include all the taxes in their prices/rates



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- | | |
|-------|---|
| VI. | For loading, unloading and transportation charges of Printing and stationary items and Tyres the supplier will be responsible. it will be the responsibility of the successful bidders to provide all the winning items to store section of the University. No labour will be provided by the University for Loading/ Unloading of the items. |
| VII. | Items rates and amount should be filled in figures as well as in words and should be in accordance with the general directions given in tender documents. Overwriting and cutting will not be acceptable. |
| VIII. | Quantity may vary up-to an extent of 15% of quantities specified in the “schedule of requirement of the Assignment” as per requirement of Procuring Agency. |
| IX. | At least one year warranty is required for Tyres. |
| X. | The Women University Swabi reserves the right to accept/reject any/all tenders/bids as per KPPRA rules. |

3. Warranty:

- At least one year Warranty Certificate from Bidder for Tyres must be required.
- Warranty must be mention with warranty manufacturer warranty card.

4. METHOD OF PROCUREMENT

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in 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 - Single Envelop**” procedure.

5. SCOPE OF SUPPLY

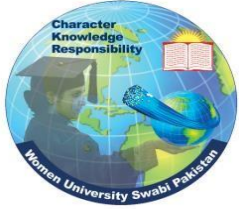
The bidder shall supply items of the specifications given in the attached Annexure-I. & II

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees

7. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of **THE WOMEN UNIVERSITY SWABI**. The earnest money shall be denominated in Pak rupees and shall be in the form of Call Deposit issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.



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8. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchaser on or before the prescribed deadline during the Office hours. The tenders will be opened at 11:30 A.M on Tuesday, March, 26, 2024 in the Committee Room, New campus at village Kotha by the Purchase Committee of Women University Swabi in the presence of bidders or their representative.

9. LATE BIDS

Any bid received by the Women University Swabi after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

10. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The WOMEN UNIVERSITY SWABI (University Purchase Committee) reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

11. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of evaluations are strictly prohibited and may lead to disqualification.

12. DELIVERY OF ITEMS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from the WOMEN UNIVERSITY SWABI in case of delay in supply within stipulated time then penalty @ 0.5% per day will be imposed for first 15 days and thereafter @1% per day in the subsequent period.

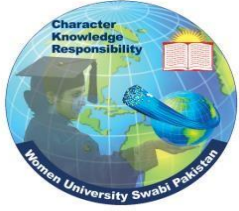
13. MODE OF PAYMENT

Payment shall be made in form of crossed cheque, which shall be issued after delivery of items and verification of the inspection committee/officer concerned.

14. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents, quality of the items and not only on the basis of lowest rates. Samples will be provided for each quoted items by the

Successful bidders and samples may be selected by the Central Purchase committee members of all the successful Bidders. Items will be provided by the bidders as per selected samples.



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15. Taxes

All Government Taxes i.e., Income Tax, GST, Professional Tax, DPR, Stamp Duty etc. will be deducted as per government rules.

16. TA/DA Claim

No TA/DA claim will be entertained by the university.

17. Bid Validity

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by the Women University Swabi.

Note:

The Tender Document is classified in Two Packages A and B. Package A is related to the supply of Printing and Stationery items and Package B is related to the Supply of Tyres to Women University Swabi.

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WOMEM UNIVERSITY SWABI KHYBER PAKHTUNKHWA PACKAGE-A

PRINTING AND STATIONERY ITEMS Financial Proposal for Stationery Items (Annexure-I)

Name of the firm: _____

Address: _____

A. Printing Items:							
S#	Items Name	Specification	Unit	Qty	Unit Price with Taxes (Rs)	GST (Rs)	Total Cost with all Taxes (RS)
1	Answer Sheets (18 Pages) for Final Term Exam	80 Gram Best quality Paper Printing and binding	Nos	60,000			
2	Answer Sheets (08 Pages) for Mid Term Exam	80 Gram Best quality Paper Printing and binding	Nos	60,000			
3	Continuation Sheets (04 Pages)	80 Gram Best quality Paper Printing and binding	Nos	80,000			
B. Stationery Items:							
S#	Items Name	Specification	Unit	Qty	Unit Price with Taxes (Rs)	GST (Rs)	Total Cost with all Taxes (RS)
1	Attendance Register for Students	60 pages Best Quality (As per Sample)	Nos	70			
2	Ball Point (Black)	Best Quality (As per Sample)	Nos	300			
3	Ball Point (Blue)	Best Quality (As per Sample)	Nos	2000			
4	Ball Point (Red)	Best Quality (As per Sample)	Nos	1000			



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S#	Items Name	Specification	Unit	Qty	Unit Price with Taxes (Rs)	GST (Rs)	Total Cost with all Taxes (RS)
5	Blank Register (Urdu line) large size	Best Quality (As per Sample)	Nos	70			
6	Box File (Plastic)	Best Quality As per Sample	Nos	600			
07	Color Pages (Pack/100 Pages)	Best Quality As per Sample	Nos	10			
08	Duster W/B	Best Quality As per Sample	Nos	150			
09	Eraser	Best Quality As per Sample	Nos	400			
10	Gum Stick 20 g	Best Quality As per Sample	Nos	40			
11	Highlighter	Double sided Pen Best Quality As per Sample	Nos	100			
12	Marker Black Round Tip (Permanent) large	Best Quality As per Sample	Nos	48			
13	Marker Black Round Tip (Permanent) small	Best Quality As per Sample	Nos	100			
14	Marker filling Ink W/B (Black)	Best Quality As per Sample	Nos	36			
15	Marker W/B Round Tip (Black)	Best Quality As per Sample	Nos	800			
16	Marker W/B Round Tip (Blue)	Best Quality As per Sample	Nos	800			
17	Paper Ream A4 (80 Grams)	Best Quality As per Sample	Nos	800			
18	Paper ream Legal (80 Grams)	Best Quality As per Sample	Nos	50			
19	Pencil	Best Quality As per Sample	Nos	500			
20	Punch Machine (Double)	Best Quality As per Sample	Nos	20			
21	Punch Machine (Heavy Duty) for 200 Pages	Best Quality As per Sample	Nos	3			



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S#	Items Name	Specification	Unit	Qty	Unit Price with Taxes (Rs)	GST (Rs)	Total Cost with all Taxes (RS)
22	Masking Tape 2 Inch	Best Quality As per Sample	Nos	18			
23	Separator (As per Sample) (For Agenda)	Best Quality As per Sample	Nos	70			
24	Sharpener	Best Quality As per Sample	Nos	200			
25	Staple Pin (24/6) Box	Best Quality As per Sample	Nos	200			
26	Staple Remover (Good Quality)	Best Quality As per Sample	Nos	20			
27	Stapler Machine for 24/6 pin	Best Quality As per Sample	Nos	60			
28	Stapler Machine Heavy Duty	Best Quality As per Sample	Nos	3			
29	Sticky Notes (Size 3"x3")	Best Quality As per Sample	Nos	100			
30	Thumb Pin (For Notice Board) small Box	(As Per Sample)	Nos	20			
31	Transparent Tape 2 Inch (Large)	Best Quality As per Sample	Nos	40			
32	Transparent Sheets	Best Quality (As Per Sample)	Pack	20			
33	Whitener Pen	Best Quality (Box /10 Boxes)	Nos	80			
34	Envelope Large (15x11)	Best Quality As per Sample	Nos	3000			
35	Pen holder for office Table	Best Quality As per Sample	Nos	70			
36	Wall clock with University logo	Size12 Inch Best Quality As per Sample	Nos	150			
Total Price of the quoted items Including all taxes(GST+ Income Tax + Stamp duty+ DPR)							

Name & Designation

Authorized Signature & Stamp



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Package – B

B.O.Q (Specifications) of Tyres for Heavy / Light Campus Vehicles to be supplied
(Annexure-II)

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

BOQ

Name of the Firm: _____

Address : _____

Tender No: WUS/Proc/2024/02

Purchase of _____ to be completed is tabulated as under:

Sr.#	Description of items	Unit	Manufacturer Name/Brand Name	Qty	Unit Rate Including all Taxes Rs.	Total Amount Including all Taxes Rs.
01	Supplying Hino Bus Simple Tyres of Size 10.00.20 Bridgestone/Dunlop/Yokohama or equivalent (Radial Tyres) as per approved sample. Latest Model 2024.	P. Each		06		
02	Supplying Daewoo Bus Simple Tyres of Size 10.00.20 Bridgestone/ Dunlop /Yokohama or equivalent (Radial Tyres) as per approved sample. Latest Model, 2024	P. Each		06		
03	Supplying Hino Bus Small Simple Tyres of Size 07.50.16 Bridgestone/ Dunlop/ Yokohama or equivalent (Radial Tyres) as per approved sample. Latest Model 2024	P. Each		06		



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04	Supplying Hiace tubeless Tyres of Size 195 R15 Bridgestone/ Dunlop/ Yokohama or equivalent as per approved sample. Latest Model 2024	P. Each		04		
05	Supplying Revo Hilux tubeless Tyres of Size 265 R15 Bridgestone/ Dunlop/ Yokohama or equivalent as per approved sample. Latest Model 2024	P. Each		04		
Total Amount Including all Taxes (GST + Income Tax +Stamp Duty +DPR)						

Note: Tyres quoted by the bidders without mentioning model and name of manufacturer will not be accepted and the bid will be rejected.

Name & Designation

Authorized Signature & Stamp



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Annexure -III **Delivery Schedule**

SCHEDULE OF REQUIREMENTS/DELIVERY TIME

The delivery of services and supply will be made in 30 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule:

MODE OF PENALTY	NO OF DAYS	<u>Total Delivery Period</u>
Without Penalty	30 days	30 days
With Penalty @ 0.5 % per day for 10 days on the delayed completion of task up to 1% per day on further delay	40 Days 10 Days after 30 Days	40 days



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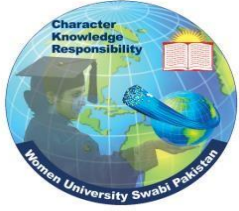
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Terms and Conditions of Contract/Agreement (on RS. 100 Stamp paper) duly signed and verified by the Oath Commissioner)

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 -----

- I. The purpose of the contract is to provide Printing and Stationary Items/Tyres by the first party to the second party as set out in the tender notice and standard bidding documents and demand order placed by the second party as per approved rates.
- II. When a demand order is issued by the second party, the first party shall supply the respective Printing and Stationery items/Tyres within 3 days in accordance with the tender specifications at Women University Swabi. No transportation cost and other cost shall be borne by the second party. No Labour will be provided by the University for Loading/ Unloading at University. It will be the responsibility of all the Successful bidders to supply the required Printing and Stationery items/ Tyres at Store Section of Women University Swabi.
- III. The first party shall submit its bills (03 Copies) and a delivery Challan at the time of supply. The bills will be processed upon satisfactory Inspection Report of the supplied items received from Inspection/Technical Committee.
- IV. The contract is valid up to 31st October, 2024.
- V. Supply of items shall not be affected / delayed at any cost /condition.
- VI. The successful bidder for Tyres must submit 10% Security of the total bill in shape of CDR in favour of Women University Swabi.
- VII. Supplies shall be of best quality. Supply of sub-standard, old, 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.
- VIII. 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.
- IX. 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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FIRST PARTY

Name of Supplier/Contractor: _____

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

SECOND PARTY

Registrar of Women University Swabi

Signature: -----

Date: _____

Witness 1:

Name:

CNIC

Signature:

Witness 2:

Name:

CNIC

Signatur