

**TENDER DOCUMENT**  
**For the Supply of Various Stationery and Printing Items**  
**Tender No. WUS/Proc/2023/2**



**TENDER FEE NON-REFUNDABLE**

**Rs.2,000**

**(To be paid on time of submission of bids in  
shape of demand draft payable to Women  
University Swabi**

**Issued by  
Procurement Office**

**Women University Swabi, Main Campus at village Kotha,  
District Swabi, Khyber Pakhtunkhwa, Pakistan**

**Ph: 0938 221131**

**Email: [procurement@wus.edu.pk](mailto:procurement@wus.edu.pk)**

**Web: [www.wus.edu.pk](http://www.wus.edu.pk)**

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

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

## **Tender # WUS/Proc/2023/2**

<b>Issued To</b>	
<b>Date</b>	
<b>Tender Fee Receipt #</b>	
<b>Issued By</b>	<b>Women University Swabi</b>
<b>Bid Submission Date &amp; Time:</b>	<b>On Thursday, 08 June 2023 at 11:00 Hours,</b>
<b>Bid Opening Date &amp; Time</b>	<b>On Thursday, 08 June 2023 11:30 Hours,</b>
<b>Venue</b>	<b>Committee Room (Women University Swabi) Topi Road, Main Campus at Village Kotha District Swabi. Khyber Pakhtunkhwa</b>
<b>Contact No.</b>	<b>Ph # 0938-224222- 0938-221131 web Site: <a href="http://www.wus.edu.pk">www.wus.edu.pk</a> Email: <a href="mailto:procurement@wus.edu.pk">procurement@wus.edu.pk</a></b>

**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 Check list and Annexure will not be Acceptable.

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

**TENDER NOTICE**

Sealed Bids are invited for the supply of various Stationery and Printing items through **Single Stage-One Envelop** bidding procedure comprising a single package 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 **Thursday, June 08, 2023 at 11:00 am*** through **registered post/courier services at the address given below.**

*Women university swabi, Topi road, Main campus at Village Kotha District swabi.*

*Bids* will be open on the same day June 08, 2023 at 11:30 am 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](http://www.wus.edu.pk).

Tender processing fee of Rs.2000/-(Non-Refundable) and 2% Earnest Money (Refundable) in form of Demand Draft in favor of 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.

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

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

## **TENDER DOCUMENTS**

<b>Firm/Bidder Name</b>	
<b>Phone &amp; Mobile Number</b>	
<b>Complete address of Firm/Bidder</b>	
<b>CNIC/NTN</b>	
<b>GST No.</b>	
<b>Tender applied for</b>	<b>Stationery and Printing Items</b>
<b>Call Deposit Amount</b>	
<b>Call Deposit No.</b>	

**Terms and Conditions for Supply of Stationery and Printing Items.**

**1. Qualification of the Vendor**

The following vendors/suppliers are eligible to apply for the tender:

- I. Only Registered and active tax payer Firm/Supplier/Original Manufacturer/Authorized Dealers/Distributors can participate in the tender.
- II. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government Agency or Authority.

**2. Documents Required for Bidder for Printing and Stationary Items:**

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. with KPRA
- II. Valid Professional Tax Certificate
- III. Active Tax payer List/Certificate (online print of ATL for GST and Income Tax).
- IV. Professional Tax Certificate.
- 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. Manufacturer authorized dealer ship certificate must be provided by the bidder. In case of authorized dealer.

**3. 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 favour of Women University Swabi.
- II. Conditional/incomplete tenders will not be accepted.
- III. Telephone/telexed/faxed/Emailed/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 DD and Earnest money in shape of CDR shall be submitted separately along with Tender. Cheque is not acceptable
- V. Bidders are required to include all the taxes in their prices/rates
- VI. For loading, unloading and transportation charges of stationery and printing Items supplier will be responsible and will be borne by the supplier.
- 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. Samples may be provided by the successful bidders and the items will be selected by the purchase committee of Women University Swabi on the basis of quality and Cost.
- X. The Women University Swabi reserves the right to accept/reject any/all tenders/bids as per KPPRA rules.

#### **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.

#### **5. SCOPE OF SUPPLY**

The bidder shall supply items of the specifications given in the attached Annexure-I and the items quoted by the bidders must be the best quality in the market.

#### **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 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 Receipts (CDR) 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.

#### **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. The tenders will be opened at 11:30 A.M on Thursday, June, 08, 2023 in the Committee Room by the Purchase Committee of Women University Swabi in the presence of bidders or their authorized representatives.

#### **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

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

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. Maximum delivery period may be one month.

**13. MODE OFPAYMENT**

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 by the bidder for each item and the Purchase committee of Women University swabi will Compare and select the Samples on the basis of quality and rates.

**15. Taxes**

All Government Taxes i.e., Income Tax, GST, Professional Tax, Stamp Duty, DPR 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.

**Procurement Officer  
Women University Swabi**

## **WOMEM UNIVERSITYSWABI KP.**

### **Financial Proposal for Stationery and Printing Items (Annexure-I)**

**Name of the firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<b>S#</b>	<b>Items Name</b>	<b>Specification</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price with Taxes (Rs)</b>	<b>GST (RS)</b>	<b>Total Cost with all Taxes In (RS)</b>
1	Attendance Register for Student	Best Quality (As per Sample)	Nos	10			
2	Attendance Register for Employee	Best Quality (As per Sample)	Nos	10			
3	Ball Point (Blue)	Best Quality As per Sample	Nos	1000			
4	Ball Point (Black)	Best Quality As per Sample	Nos	200			
5	Ball Point Gel (Blue)	Best Quality As per Sample	Nos	100			
6	Binding Tape (3 Inch)	Best Quality As per Sample	Nos	100			
7	Blank Register (100 Pages)	Best Quality (As per Sample)	Nos	20			
8	Box File (Plastic)	Best Quality As per Sample	Nos	300			
9	Calculator	Best Quality As per Sample	Nos	20			
10	Duster W/B	Best Quality As per Sample	Nos	100			
11	Envelope Legal (80 Gram)	Best Quality (As per Sample)	Nos	4,000			
12	Envelope A4 size	Best Quality (As per Sample)	Nos	4,000			



**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

<b>S#</b>	<b>Items Name</b>	<b>Specification</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price with Taxes (Rs)</b>	<b>GST (Rs)</b>	<b>Total Cost with all Taxes (RS)</b>
13	Envelope Small size (5×10)	Best Quality (As per Sample)	Nos	4,000			
14	Eraser	Best Quality (As per Sample)	Nos	100			
15	File tray (Plastic)	Best Quality (As per Sample)	Nos	50			
16	File Board	Best Quality (As per Sample)	Nos	300			
17	Gum Stick medium size	Best Quality (As per Sample)	Nos	70			
18	Highlighter	Best Quality (As per Sample)	Nos	100			
19	Knife Cutter	Best Quality (As per Sample)	Nos	50			
20	Marker (permanent)	Best Quality (As per Sample)	Nos	100			
21	Marker W/B Round Tip (Black)	Best Quality (As per Sample)	Nos	300			
22	Marker W/B Round Tip (Blue)	Best Quality (As per Sample)	Nos	300			
23	Paper Ream A-4 Size (80) gm	Best Quality (As per sample)	Nos	750			
24	Paper Ream Legal Size(80) gm	Legal Size (80 Gram) (As per sample)	Nos	200			
25	Paper card Cutter	Best Quality (As per sample)	Nos	02			
26	Pencil	Best Quality (As per sample)	Nos	200			
27	Peon Book	Best Quality (As per sample)	Nos	20			
28	Pointer pen Blue	Best Quality (As per sample)	Nos	120			

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

<b>S#</b>	<b>Items Name</b>	<b>Specification</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price with Taxes (Rs)</b>	<b>GST (Rs)</b>	<b>Total Cost with all Taxes (RS)</b>
29	File Cover (Uni Sample)	Best Quality (As per Sample)	Nos	4,000			
30	Punch Machine Double	Best Quality (As per Sample)	Nos	30			
31	Punch Machine heavy Duty	Best Quality (As per Sample)	Nos	03			
32	Ruler Steel	Best Quality (As per Sample)	Nos	20			
33	Scotch/Masking Tape (2 Inch)	Best Quality (As per Sample)	Nos	50			
34	Separator for Agenda	Best Quality (As per Sample)	Pack of 100	20			
35	Sharpener	Best Quality (As per Sample)	Nos	100			
36	Stamp Pad	Best Quality (As per Sample)	Nos	30			
37	Stamp Pad Ink	Best Quality (As per Sample)	Nos	20			
38	Staple Pin (24/6) Box	Best Quality As per Sample	Nos	300			
39	Staple Pin for heavy Duty Box	Best Quality As per Sample	Nos	20			
40	Staple Remover	Best Quality As per Sample	Nos	50			
41	Stapler Machine (24/6) pin	Best Quality As per Sample	Nos	50			
42	Stapler Machine (Heavy Duty)	Best Quality As per Sample	Nos	04			
43	Stock register	Best Quality As per Sample	Nos	15			
44	Transparent Tape (2 Inch)	Best Quality As per Sample	Nos	100			

**Tender Documents for the Supply of Various Printing and Stationery Items for  
Women University swabi. Tender No.WUS/Proc/2023/2**

45	Transparent Tape (1 Inch)	Best Quality As per Sample	Nos	60			
46	Transparent Sheets	Best Quality (Pack /100 Sheets)	Nos	10			
47	Whitener Pen	Best Quality As per Sample	Nos	50			
48	Scissor Large Size (For Tailor Use)	Best Quality As per Sample	Nos	3			
49	Scissor Small Size	Best Quality As per Sample	Nos	20			
50	Books Card with Uni Logo	Size 5 by 3 Inch with University Logo. Best Quality As per Sample	Nos	10,000			
51	Books Jackets with Uni Logo	Size 5 by 3 Inch with University Logo. Best Quality As per Sample	Nos	10,000			
52	Student circulation register	For library, Best Quality As per Sample	Nos	06			
53	Paper Shredder	Overheat protection: Yes Shred paper clips: yes Cut type: cross cut Shredded size: 4× 44mm Bin capacity: 34Ltr Shred time: 40 min on /40 min off Opening width: 220mm Noise level: less than 65dB, Pull out bin: yes Separate CD slot: yes Overheat indication: yes Door open indicator: yes Bin full indicator: yes Caster wheels: yes Net weight: 15 kg Unit Size: 410×315×602mm Sheet Capacity:12 Sheets Best Quality As per Sample	Nos	01			

Name & Designation

Authorized Signature & Stamp

Dated: -----

**Delivery Schedule**

**SCHEDULE OF REQUIREMENTS /DELIVERY TIME**

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

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

**AFFADAVIT/CERTIFICATE**

(To be filled and signed by the bidder on Stamp Paper of Rs. 100/-)

We undertake that our Firm M/S \_\_\_\_\_ is never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of Women University Swabi would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

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

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

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Company Seal: \_\_\_\_\_

Dated: \_\_\_\_\_

**UNDERTAKING**

I have read the terms and conditions thoroughly regarding “Tender No. \_\_\_\_\_ dated \_\_\_\_\_, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my CDR will be forfeited by the Procuring Entity.

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

Name of Authorize Person: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Seal: \_\_\_\_\_

## **Contract/Agreement**

### **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 -----

- I. The purpose of the contract is to provide Stationery and printing items 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 Stationary Items within ---- days in accordance with the tender specifications at Women University Swabi. No transportation cost and other cost shall be borne by the second party i-e women University Swabi.
- III. 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.
- IV. The contract is valid up to december-08, 2023 and the quoted Price will be valid for 6 Months.
- V. The successful bidder will provide Samples of all the winning items of stationery and printing items, the Central purchase committee of Women University Swabi will select the samples on the basis of quality and cost. All rejected samples will be returned to the suppliers.
- VI. Transportation and loading/unloading cost shall be borne by the suppliers; the supplied items will be unloaded by the supplier exactly in the Store Room of Women University Swabi.
- VII. Supply of items shall not be affected /delayed at any cost /condition.
- VIII. 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.
- IX. 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.
- X. 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

**FIRST PARTY**

**SECOND PARTY**

Name of Supplier/Contractor:

Registrar of Women University Swabi

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

Signature: -----

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

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

Signature \_\_\_\_\_

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