

Minutes of the 115th Meeting of Central Purchase Committee, held on October 13, 2025

The 115th meeting of the Central Purchase Committee was held on October 13, 2025 at 11:30 am in the Committee room of Women University, Swabi. The meeting was chaired by Mr. Muhammad Hussain, Registrar and Convener of the Committee, following members attended the meeting:

- | | |
|-------------------------|-------------------------------|
| 1. Engr. Muhammad Aamir | Deputy Director Works |
| 2. Mr. Abdul Sami | Assistant Director P & D |
| 3. Mr. Johar Ali | Assistant Director IT |
| 4. Mr. Noor Ul Ghani | Procurement Officer/Secretary |

The meeting started with the recitation of few verses from the Holy Quran. The Chair welcomed all the participants of the meeting. Afterwards, proceeding of the meeting was started as per following details;

Agenda item 01: Opening of bid for the 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

With reference to the invited tender for the 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 under single stage one envelope bidding procedure. The below bidder/firms applied for the tender.

1. M/S Palu Enterprise
2. M/S Zain Traders

All the committee members and representatives of the firms signed the sealed bids of the above two firms/bidders and was opened by the committee in the presence of Bidders/Representative of firms. After opening of the sealed bids all the committee members thoroughly checked the tender document submitted by the above two firms/bidders.

Bid submitted by Zain Traders was rejected. Reason for the rejection of bid along with committee remarks is given below;

S.No	Name of Firm/Bidder	Committee remarks for rejection
01	Zain Traders	Zain Trader submitted less than 2 earnest money in shape of CDR with the bid.

The below firm bidder submitted all the required documents mentioned in the tender documents for eligibility.

S.No	Name of Firm/Bidder	Committee remarks for Acceptance of Bid.
01	Palu Enterprises	Palu Enterprises submitted all the required documents as per terms & Conditions mentioned in the tender Documents.

The committee thoroughly checked the eligibility criteria mentioned in the bid solicitation documents with the bid submitted by Palu Enterprises. After detail Checking of the bid of Palu enterprises with the eligibility criteria mentioned in the bid solicitation documents,

Palu Enterprises applied for Women University, Swabi Kotha Campus shops only i-e Printing & Photocopier Shop, Book & Stationery Shop and Gift Shop. The quoted rent for each shop in kotha Campus is given below;

S.No	Name of Package	Name of Shop	Quoted rent	Committee Remarks
1	Package "A" Kotha Campus	Printing & Photocopier Shop	Rs. 25,100/- per month	Single Responsive bidder
2	Package "C" Kotha Campus	Book & Stationery Shop	Rs.5,000/-Per month	Single Responsive

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				bidder
3	Package "E" Kotha Campus	Gift Shop	Rs.3,000/-Per month	Single Responsive bidder

After detail checking the committee recommended palu enterprises for the 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 under single stage one envelope bidding procedure.

Detail of the quoted rate for printing and photocopier shop items is given below;

BOQs for the Photocopier & Printing Shops

S.No	Items	Quoted Rates	Committee Remarks
01	Photocopy Paper 70 Gram (A4 Size) (Single sided)	Rs. 06	Rate Found Reasonable
02	Photocopy Paper 70 Gram (A4 Size) (Double sided)	Rs. 06	Rate Found Reasonable
03	Photocopy paper 80 Gram (A4 Size) (Single Sided)	Rs. 06	Rate Found Reasonable
04	Photocopy paper 80 Gram (A4 Size) (Double Sided)	Rs. 06	Rate Found Reasonable
05	Photocopy Paper 80 Gram (Legal Size) Single Sided	Rs. 06	Rate Found Reasonable
06	Photocopy paper 80 Gram (Legal Size) Double side	Rs. 06	Rate Found Reasonable
07	Photocopy paper 70 Gram (A-3 Size) (Single Side)	Rs. 05	Rate Found Reasonable
08	Photocopy paper 80 Gram (A-3 Size) (Double side)	Rs. 15	Rate Found Reasonable
09	Photocopy Paper Colour 70/80 Gram (A4 Size) (Single sided)	Rs. 10	Rate Found Reasonable
10	Tape Binding	Rs. 50	Rate Found Reasonable
11	Ring Binding	Rs. 100	Rate Found Reasonable

BOQs for the Composing

S. No	Items	Quoted Rate	Committee Remarks
01	Typing with printing per page	Rs. 30	Rate Found Reasonable
02	A4 80-gram single Black & White print	Rs. 10	Rate Found Reasonable
03	A4 80-gram single Colour print	Rs.10	Rate Found Reasonable
04	A-3 Black & White print 80 Gram	Rs.15	Rate Found

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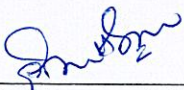
			Reasonable
05	A-3 Colour print 80 Gram	Rs. 20	Rate Found Reasonable
06	Lamination		Not quoted
07	Plastic Cover	Rs. 30	Rate Found Reasonable
08	Plotter print Colour (20×30 Inches 90 gram)	Rs. 50	Rate Found Reasonable
09	Plotter print Black & White (20×30 Inches 90 gram)	Rs. 40	Rate Found Reasonable
10	Plotter print Colour (30 ×40 Inches 90 gram)	Rs. 10	Rate Found Reasonable
11	Plotter print B & W (30 ×40 Inches 90 gram)	Rs. 10	Rate Found Reasonable
12	A4 Black & White composing print Single double space 70/80-gram English/Urdu/Arabic/Persian per page	Rs. 10	Rate Found Reasonable
13	Scanning per page	Rs. 05	Rate Found Reasonable
14	Thesis binding 100 pages	Rs. 100	Rate Found Reasonable

The quoted rate of the above items found reasonable and as per market rate. The committee decided that final bid evaluation shall be uploaded on university and authority websites, if no grievance received from the bidder within 10 days of the uploading of Final Bid evaluation, then contract shall be awarded to Palu Enterprises. Agreement shall be signed and allotment letter shall be issued to Palu Enterprises for proper running of shops in University.

Recommendation: The committee unanimously decided to award the contract to palu enterprises for renting out of Printing & Photocopier Shop, Book & Stationery Shop and Gift Shop at Kotha Campus Women University, Swabi. Tender No.WUS/Proc/2025-26/2 under single stage one envelope bidding procedure.

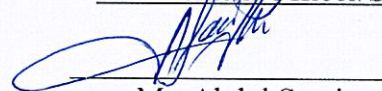
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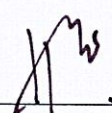
The meeting ended with vote of thanks from and to the Chair.


Engr. Muhammad Aamir

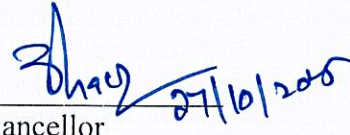

Mr. Johar Ali


Procurement Officer/Secretary CPC


Mr. Abdul Sami


Mr. Muhammad Hussain

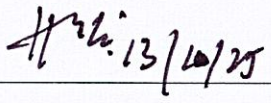
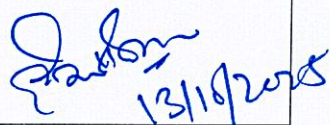

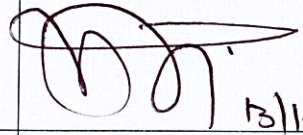

Submitted for approval, Please


Vice Chancellor

Women University Swabi

Attendance Sheet for the 115th Meeting. of Central Purchase Committee, Women University, Swabi

Date:13/10/2025

S.No	Name	Designation	Signature
1	Mr. Muhammad Hussain	Treasurer/Convener CPC	 13/10/25
2	Engr. Muhammad Aamir	Deputy Director Works	 13/10/2025
3	Mr. Abdul Sami	Assistant Director P&D	 13/10/25
4	Mr. Johar Ali	Assistant Director IT	 13/10/15
5	Noor Ul Ghani	Procurement Officer /Secretary CPC	



**WOMEN UNIVERSITY,
SWABI**

**OFFICE OF
THE
PROCUREMENT OFFICER**

No.WUS/Pro/CIR/2025/110

Dated: 10-10-2025

Circular

All Members of the Central Purchase Committee is hereby informed that 115th Meeting of the Central Purchase Committee, Women University, Swabi has been scheduled to be held on Monday 13/10/2025 at 11:30 am in the Committee room, Main Campus, Women University Swabi.

The Following Members are hereby requested to make it convenient to attend the meeting as per above schedule, please;

- | | |
|-----------------------------|------------------|
| 1. Treasurer | Convener |
| 2. Deputy Director Works | Member |
| 3. Director P & D (Nominee) | Member |
| 4. Assistant Director IT | Member |
| 5. Procurement Officer | Member/Secretary |

Agenda item 01: Opening of Bid under single Stage One Envelop Bidding Procedure for the award of Contract for renting out of Photocopier & Printing Shop, Books & Stationery Shop, and Gift Shop at Women University, Swabi. Tender No.WUS/Proc/2025-26/2.


**Procurement Officer/Secretary CPC
Women University, Swabi.**

Copy to:

1. All Members of the Committee
2. P/S to Vice Chancellor
3. PA to Registrar
4. Office File

Women University Swabi

Attendance Sheet for firms/Bidders for award of Contract for renting out of different shops of Women University, Swabi.

Date:13/10/2025

S. No	Name of Bidder/ Representative	Name of Organization	Cell No.	Designation	Signature
1	Zahoor Ahmed	Padu Enterprises	0334-9121 190	Director	Zahoor
2	Zahoor Ahmed	Zaimpur	0314-3030618	Owner	Zahoor
3					
4					
5					
6					
7					