



RAWALPINDI WOMEN UNIVERSITY

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF STATIONERY ITEMS (PAPER ETC.)
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IFB No. RWU/P&S/2022-23/Consumable/01

Sealed proposals are invited from reputed firms, registered with Sales Tax & Income Tax departments with active tax payer profile and having adequate past experience for procurement of above mentioned item(s). Bids shall be processed on **Single Stage One Envelope Bidding Procedure**.

For participation, bidding documents can be obtained from the date of publication on submission of a written request on company's letter head from the office of Additional Director Purchase & Store, Rawalpindi Women University. Request must be accompanied by **Bid Document Fee of Rs. 1,000/-** in the form of Pay Order/Demand Draft/CDR in favor of **Rawalpindi Women University**. For information, bidding documents can be **downloaded from PPRA's website**.

Proposal must contain **bid security** in the form of CDR/Demand Draft/Pay Order of **2% of estimated cost**, as mentioned in the tender documents, in favor of **Rawalpindi Women University**. Sealed bids in conformity with bidding documents should reach the office of Additional Director Purchase & Store, no later than **11:00AM on 06-OCT-2022**. Proposals shall be opened on same day **at 11:30AM** in the presence of bidders or their representatives having valid authority letter from their respective organization.

Bids which are incomplete, unsigned & unstamped on bid form, unsealed, without bid security and late by specified time shall not be considered. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals etc.

The University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules 2014.

**Additional Director Purchase & Store
Room No. 204, BS Block,
Rawalpindi Women University
6TH Road, Satellite Town, Rawalpindi
Ph: 0333-8248246**

Signature with Date & Stamp: _____



GENERAL INSTRUCTIONS FOR BIDDERS

1. Bidders are requested to read each & every clause of bidding documents carefully including instructions for bidder part.
2. Organization must be registered with Federal Board of Revenue for Income & Sales Tax Purposes with active tax payer profile.
3. Bidding documents can be obtained from the date of publication on submission of a written request on company's letter head from the office of Additional Director Purchase & Store, Rawalpindi Women University. Request must be accompanied by **Bid Document Fee**, as prescribed in tender notice, in the form of Pay Order/Demand Draft/CDR in favor of **Rawalpindi Women University**.
4. **Proposal** must contain **Bid Security** (2% of Estimated Cost as given in tender documents) in the form of **CDR/Demand Draft/Pay Order** in favor of **Rawalpindi Women University**.
5. Bidding procedure of **single stage one envelope** shall be applicable under Rule 38(1) of Punjab Procurement Rule, 2014 which implies; -
 - (i) The bid shall be submitted in a single package consisting of one envelop. Information regarding **Procurement Name, IFB No. and closing date & time**, must be mentioned on envelope(s), as per tender notice.
 - (ii) The lowest evaluated bidder(s) shall be awarded contract within the original or extended bid validity period.
6. **Sealed bids** in conformity with bidding documents should reach in the office of the Additional Director Purchase & Store, Rawalpindi Women University not later than date & time as prescribed in tender notice. Proposals shall be opened on same **day & time as prescribed in tender notice** in the presence of bidders or their authorized representatives.
7. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/ proposals.
8. **In case of holiday** or unforeseen situation resulting closure of University on the date of opening, bids shall be submitted/opened on next working day at the same time & venue.
9. **Bids which are incomplete**, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
10. Bids proposing substandard, low quality or refurbished items shall be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached, if required.
11. **Flags** may be applied putting in order all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
12. Bidding organization must quote **proposal in accordance to bid form**. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in University's prescribed bid form.
13. Bidding organization should submit an **affidavit about its status about present black listing** by the Govt. and its subsidiary organizations/ departments/ autonomous bodies.
14. Rates must be quoted in Pak Rupees including all relevant Taxes and "**FOR RAWALPINDI WOMEN UNIVERSITY**" basis.
15. **One person may submit one bid** and if one person submits more than one bids, the procuring agency shall reject all such bids, as provided under Rule-36a of Punjab Procurement Rules, 2014.
16. Successful bidder shall have to enter into **contract agreement** on stamp paper, of **0.25% of order value/contract amount**, on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects,



- warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
17. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to **5% of contract** amount. Insurance guarantees/cheques or third party undertakings shall not be acceptable.
 18. **Quantity** of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
 19. Proposals shall remain valid for at **least 90 days**, initially, w.e.f. opening date.
 20. University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.
 21. "Under rule 21(1) of Punjab Procurement Rules 2014, University management may, for a specified period, debar a bidder or contractor from participating in any public procurement process, if the bidder or contractor has:
 - I. Acted in a manner detrimental to the public interest or good practices.
 - II. Consistently failed to perform his obligation under the contract.
 - III. Not performed the contract up to the mark.
 - IV. Indulged in any corrupt practice."

SPECIFIC INSTRUCTIONS FOR BIDDERS

22. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the Rawalpindi Women University.
23. Bidders are required to provide samples of items.
24. Bids shall be evaluated on the basis of conformity of quoted samples to RWU approved samples together with financial proposal.
25. Bidder can quote in any item mentioned in tender documents. The bidders shall be awarded supply order on item basis.
26. **5% Performance guarantee** will be retained by the University for the period of three (03) months.



Bidder's Profile

Firm Name			
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other		
Nature of Business	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Vendor/Supplier		
Addresses / Branches			
Telephone / Fax			
Email			
Date & Place of Registration			
Company's NTN/ Sales Tax/PST Reg. No.	NTN _____ S.T.N. _____ PST# _____		
Owner's Detail	Name: _____ CNIC _____ Address _____		
No. of Employees			
Year of Establishment			
Annual Sales	2019-20	2020-21	2021-22
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		

SIGNATURE

Signature with Date & Stamp: _____



Check List of Required Documents

Name of Organization: _____

Sr.	Document	Attached Yes/No	Flag
1	Copy of CNIC		
2	Authority Letter in case of representative		
3	2% Bid Security amounting to Rs. _____/-		
4	Copy of Registration(s) with FBR with active tax payer profile		
5	Certification of Professional Tax		
6	Affidavit of Non Black Listing on stamp paper not less than Rs. 100		
7	Authorization / Dealership / Distributor certificate(s) (If Required)		

Signature with Date & Stamp: _____



DETAILS/SPECIFICATIONS OF ITEMS
(As mentioned below or equivalent)

Total Estimated Cost: Rs. 2,994,000/-

Sr.	Name of Items	A/U	Qty.	
1	A4 Paper 80grm AA/Imported or Equivalent	Ream	100	
2	A4 Paper 70grm AA/Imported or Equivalent	Ream	900	
3	A4 Photocopy Paper Copymate Plus or Equivalent	Ream	300	
4	Legal Paper 70grm AA/Imported or Equivalent	Ream	150	
5	Legal Photocopy Paper Copymate Plus or Equivalent	Ream	150	
6	Thumb Pin Multi Color 50PC in box	Small Boxes	100	
7	Punch Machine (100-120 Pages)	Nos.	4	
8	Punch Machine (60 to 70 Pages)	Nos.	20	
9	Punch Machine Medium 20 to 40 Pages	Nos.	75	
10	Arrow Flag 100 Sheets in Packet	Packet	100	
11	File Separator 10 Sheet Pack	Packet	100	
12	Card Files	Nos.	1000	
13	Board Marker Ink Blue 15ml	Nos.	50	
14	Board Marker Ink Black 15ml	Nos.	50	
15	Paper Common Pins	small box	50	
16	Plastic Round Case Sponge Finger Wet	Nos.	20	
17	Binding Tape 2"	Nos.	50	
18	Binding Tape 1.5"	Nos.	50	
19	Binding Tape 2.5"	Nos.	50	
20	Scale Steel 12"	Nos.	50	
21	Metal Pen Stand	Nos.	30	
22	Paper Binder 15MM (96 Piece Packet)	Packet	15	
23	Paper Binder 25MM 48 Pc Packet	Packet	15	
24	Paper Binder Clip 32MM	Packet	20	
25	Paper Binder Clip 51MM 12 PC	Packet	20	
26	Notice Board Sizes 2*3 Feet	Nos.	20	
27	Calculator CT-912	Nos.	20	
28	Stapler Remover	Nos.	50	
29	Stapler Pins 24/6 (1000 pins packet)	Packet	800	

Rs. 2,994,000/-

Authorized Person

Name: _____ CNIC No: _____

Phone No. _____ Company Name: _____

Signature: _____ Date & Stamp: _____

Signature with Date & Stamp: _____



FINANCIAL BID FORM

(To be filled/signed/stamped by the bidder)

Sr.	Description	Offered Brand/ Specification	A/U	Qty.	Unit Price with GST	Total Amount with GST
1	A4 Paper 80grm		Ream	100		
2	A4 Paper 70grm		Ream	900		
3	A4 Photocopy Paper		Ream	300		
4	Legal Paper 70grm		Ream	150		
5	Legal Photocopy Paper		Ream	150		
6	Thumb Pin Multi Color 50PC in packet		Small Box	100		
7	Punch Machine 100 to 150 Pages		Nos.	4		
8	Punch Machine 60 to 70 Pages		Nos.	20		
9	Punch Machine Medium 20 to 40 Pages		Nos.	75		
10	Arrow Flag 100 Sheets in Packet		Packet	100		
11	File Separator 10 Sheet Pack		Packet	100		
12	Card Files		Nos.	1000		
13	Board Marker Ink Blue 15ml		Nos.	50		
14	Board Marker Ink Black 15ml		Nos.	50		
15	Paper Common Pins		small box	50		
16	Plastic Round Case Sponge Finger Wet		Nos.	20		
17	Binding Tape 2"		Nos.	50		
18	Binding Tape 1.5"		Nos.	50		
19	Binding Tape 2.5"		Nos.	50		
20	Scale Steel		Nos.	50		
21	Metal Pen Stand		Nos.	30		
22	Paper Binder 15MM 96 Pc Packet		Packet	15		
23	Paper Binder 25MM 48 Pc Packet		Packet	15		
24	Paper Binder Clip 32MM		Packet	20		
25	Paper Binder Clip 51MM 12 PC		Packet	20		
26	Notice Board Sizes 2*3 Feet		Nos.	20		
27	calculator CT-912		Nos.	20		
28	Stapler Remover		Nos.	50		
29	Stapler Pins 24/6 (1000 pins packet)		Packet	800		
					Total Rs.	

Note: Please attach sample of each item.

Authorized Person

Name: _____ CNIC No: _____

Phone No. _____ Company Name: _____

Signature: _____ Date & Stamp: _____

Signature with Date & Stamp: _____