

RAWALPINDI WOMEN UNIVERSITY

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF TONERS/CARTRIDGES ETC. FOR PRINTERS/COPIERS OF HP/CANON
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IFB No. RWU/P&S/2022-23/Consumable/02

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 28-DEC-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
Email: turabi@rwu.edu.pk**