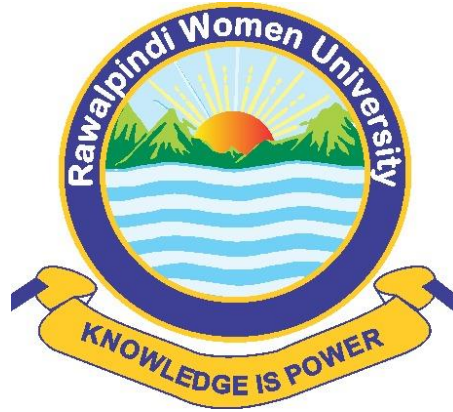


# RAWALPINDI WOMEN UNIVERSITY



## TENDER DOCUMENT

### FOR

### “SUPPLY OF ANSWER BOOKS AND ENVELOPES FOR EXAMINATION DEPT.”

**IFB No. RWU/P&S/2022-23/Consumable/03**

**Tender Opening Date: April 05, 2023**

**Issue To:- \_\_\_\_\_**



# RAWALPINDI WOMEN UNIVERSITY

## INVITATION FOR BIDS

Sealed proposals are invited from reputed firms, registered with Sales Tax & Income Tax departments with active taxpayer profile and having adequate experience for supply/installation of followings;

| Sr. | Tender   | Bidding Procedure                | Total Estimated Cost   |            | 2% Bid Security | Tender Fee Rs. |
|-----|--|----------------------------------|------------------------|------------|-----------------|----------------|
| 1   | Supply & Installation of I.T. Equipment (Wi-Fi Expansion) and CCTV Cameras | Single Stage Two Envelope        | Lot-I (Wi-Fi Campus)   | 12,951,100 | 259,022         | 2,000          |
|     |  |                                  | Lot-II (Wi-Fi Hostels) | 5,395,560  | 107,911         |                |
|     |  |                                  | Lot-III (CCTV Cameras) | 6,000,000  | 120,000         |                |
| 2   | Supply of Servers Machine, Photocopier, Copy Printer and Laptops           |                                  | 6,400,000              |            | 128,000         | 2,000          |
| 3   | <b>Supply of Answer Books and Envelops for Examination Dept.</b>           | <b>Single Stage One Envelope</b> | <b>8,700,000</b>       |            | <b>174,000</b>  | <b>2,000</b>   |

For participation in bidding process, 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 (RWU). Said request must contain **tender document fee** (as mentioned above) in the form of Pay Order/Demand Draft/CDR in favor of **Rawalpindi Women University**. For information only, bidding documents can be **downloaded from PPRA's website**.

**Proposal** (technical proposal in case of Single Stage Two Envelopes) 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 the Additional Director Purchase & Store, no later than **11:00AM on 05-APR-2023**. 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.

**Pre-bid meeting** shall be held on 28-Mar-2023. 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 documents/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**  
**6<sup>TH</sup> Road, Satellite Town, Rawalpindi**  
**Email: [purchase@rwu.edu.pk](mailto:purchase@rwu.edu.pk)**

Signature of Bidder with Date & Stamp: \_\_\_\_\_ (Page 2 of 9)



## **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 taxpayer 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 blacklisting** 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.

**Signature of Bidder with Date & Stamp:** \_\_\_\_\_ (Page 3 of 9)



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, 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."
22. **Dispute Resolution:** Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, Rawalpindi Women University shall be the Competent to resolve dispute(s) related to this contract and her decision shall be final.

### **SPECIFIC INSTRUCTIONS FOR BIDDERS**

23. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the Rawalpindi Women University.
24. **5% Performance guarantee** will be retained by the University for the period of three (03) months.
25. **Pre-bid meeting** shall be held on **28-Mar-2023 at 10:30am**. Decisions/minutes of the pre-bid meeting shall be considered as part of tender documents and minutes shall be uploaded on the University's website ([www.rwu.edu.pk](http://www.rwu.edu.pk)).
26. Bidders are required to provide samples of items along with bids. Each sample must contain a label mentioning Serial No. and Name of the item, as per list provided in tender documents.
27. Bids shall be evaluated based on conformity of quoted samples to RWU approved samples together with financials/rates.
28. Bidder can quote for any item mentioned in tender documents. The bidders shall be awarded supply order(s) on item basis.
29. The successful bidder shall be **bound to deliver** ordered items to the University **within 4-6 weeks** w.e.f. the date of issuance of supply order/award letter.
30. **Force Majeure**
  - a. The Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
  - b. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the



Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods and freight embargoes.

**c.** If a Force Majeure situation arises, the Supplier shall promptly (within one week) notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through the Central Purchase Committee of Rawalpindi Women University.



## Bidder's Profile

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

Signature of Bidder with Date & Stamp: \_\_\_\_\_ (Page 6 of 9)



## Check List of Required Documents

Name of Organization: \_\_\_\_\_

| Sr. | Document  | Attached Yes/No | Flag |
|-----|---|-----------------|------|
| 1   | Copy of CNIC of Owner   |                 |      |
| 2   | In case of authorized person, copy of his CNIC along with authority letter.   |                 |      |
| 3   | 2% Bid Security amounting <b>Rs. 174,000/-</b>  |                 |      |
| 4   | Certificate(s) of Registration with FBR (having NTN & GST numbers/detail) with active taxpayer profile                          |                 |      |
| 5   | Certificate of Professional Tax payment for current year  |                 |      |
| 6   | Affidavit of Non-Black Listing on stamp paper not less than Rs. 100   |                 |      |
| 7   | List of samples (Each sample must have proper identification i.e. Item/Sr. No. as per tender documents and bidder name & stamp) |                 |      |

Signature of Bidder with Date & Stamp: \_\_\_\_\_ (Page 7 of 9)



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

| Sr. | Name of Items  | A/U  | Qty.    | Unit Rate | Total Estimated Cost with GST |
|-----|--|------|---------|-----------|-------------------------------|
| 1   | Answer Books (28 pages, Over-lock Stitched) with University Title & Page-Numbering on 68gram paper A4 size | Nos. | 200,000 | 40        | 8,000,000                     |
| 2   | Hard Envelope with net inside (Size: Width 12" & Length 16") for Answer Books (120gram brown paper)        | Nos. | 10,000  | 40        | 400,000                       |
| 3   | Envelope Legal size with University Name printing for Degree & Transcript (120gram brown paper)            | Nos. | 10,000  | 30        | 300,000                       |
|     | <b>Total</b>   |      |         |           | <b>8,700,000</b>              |





## **FINANCIAL BID FORM**

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

| Sr.              | Description of Item  | Remarks if any about offered items (brand etc.) | A/U  | Qty.    | Unit Price with GST | Total with GST |
|------------------|--|---|------|---------|---------------------|----------------|
| 1                | Answer Books (28 pages, Over-lock Stitched) with University Title & Page-Numbering on 68gram paper A4 size |   | Nos. | 200,000 |                     |                |
| 2                | Hard Envelope with net inside (Size: Width 12" & Length 16") for Answer Books (120gram brown paper)        |   | Nos. | 10,000  |                     |                |
| 3                | Envelope Legal size with University Name printing for Degree & Transcript (120gram brown paper)            |   | Nos. | 10,000  |                     |                |
| <b>Total Rs.</b> |  |   |      |         |                     |                |

**Amount/Rupees in Words:** \_\_\_\_\_

\_\_\_\_\_

### **Authorized Person**

Name: \_\_\_\_\_ CNIC No: \_\_\_\_\_

Phone No. \_\_\_\_\_ Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Stamp: \_\_\_\_\_

**Signature of Bidder with Date & Stamp:** \_\_\_\_\_ (Page 9 of 9)