

Rawalpindi Women University

1.1 INVITATION TO BIDDERS

IFB/Tender No. RWU/P&S/2023-24/01

Rawalpindi Women University (RWU) invites sealed bids **on bulk, item-wise basis** from reputable firms, registered with relevant Registration Authorities and Tax Departments for Income Tax and Sales Tax purpose with **active taxpayer profile** and having adequate experience for supply of below mentioned item(s). Bids shall be received/processed on **Single Stage One Envelope** bidding procedure.

Sr.	Description	Estimated Cost	2% Bid Security
1	Procurement of Stationery & Other Items	Rs. 2.5 million	50,000

Bidding Documents are immediately available w.e.f. the date of publication and can be downloaded from websites of Rawalpindi Women University (www.rwu.edu.pk) and PPRA (ppra.punjab.gov.pk). For participation, bidding documents can be purchased during office hours on submission of a written request on company's letter head upon payment of tender fee of **Rs. 1,000/-** (Non-Refundable), in the form of Pay Order/Demand Draft/CDR in favor of Rawalpindi Women University [FTN/NTN: 9022136-5].

Bids must be accompanied by a **Bid Security** (in the form of CDR/Demand Draft/Pay Order), in favor of Rawalpindi Women University.

Sealed bids (prepared in conformity with instructions of bidding documents) should reach to the addressee below, no later than **10:30AM ON 19-SEPT-2023**.

Bids shall be opened on the same day at **11:00AM** in the presence of bidders or their representatives, who may choose to be present, having a valid authority letter from their respective organization.

University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance of bidding document & receiving of bids etc. In the case of an official holiday on the day of submission, the next day will be treated as closing date.

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.

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