ABDUL WALI KHAN UNIVERSITY MARDAN
(QUALITY EDUCATION AT DOOR STEP)

The Abdul Wali Khan University Mardan invites sealed bids through e-Pak Acquisition and Disposal System (EPADS) on the basis of "Single Stage Two Envelopes Procedure" for "Procurement of Stationery Items" from well-established/reputed firms/suppliers registered with Sale tax, Income tax and KPRA department, where applicable, for the following jobs.

S.#	Name of Jobs	Procurement Method	Dead Line for Bid Submission Date and Time	Bid Opening Date and Time
01	Tender for Purchase of Stationery Items for Controller of Examinations	Single Stage Two Envelope Procedure	11:00AM 14 October, 2026	11:30AM 14 October, 2026

1. Bidding documents along with terms and conditions can be downloaded from websites www.awkum.edu.pk,www.kppra.gov.pk, and submit on kp.eprocure.gov.pk (**EPADS).**
2. Tender document must accompany Demand Draft/Pay Order of Rs. 2000/- (Non-Refundable) as a tender document fee in favor of Treasurer AWKUM along with Technical bid.
3. Earnest Money of the tender will be 2% of the total cost for each job in shape of CDR in favor of Treasurer Abdul Wali Khan University Mardan
4. The bidder has to submit separate bid for each of the job mentioned above through EPAD.

All tender applications must be submitted via EPAD by the firms. The Demand Draft/Pay Order for the tender fee and the 2% Call Deposit Receipt (CDR) must be submitted physically to the Procurement Office. Scanned copies of 02% CDR must also be uploaded on EPAD along with the financial bid. However, the affidavit regarding 2% CDR attached with the financial bid, must be attached with the Technical Bid.

Procurement Officer
Abdul Wali Khan University Mardan
Tel. No. 0937- 920868
Email: procurement@awkum.edu.pk

TENDER DOCUMENTS FOR

PURCHASE OF STATIONERY ITEMS FOR CONTROLLER OF EXAMINATIONS OFFICE ABDUL WALI KHAN UNIVERSITY MARDAN

SINGAL STAGE, TWO ENVELOPE PROCEDURE

PURCHASE OF STATIONERY ITEMS FOR CONTROLLER OF EXAMINATION OFFICE ABDUL WALI KAHN UNIVERSITY MARDAN

(Single-Stage, Two Envelope Procedure)

1. Mandatory requirements:

a. The tender will be opened on Single stage two envelope procedures.
b. The bidder has to provide its company profile in the technical bid.
c. The bidder has to provide an undertaking in the technical bid that the firm will fully comply to the specification as required by the university and that no deviations in the specifications will be made.
d. Any bid without 2% earnest money will not be accepted.
e. Conditional/incomplete bid will not be accepted.
f. Any addition/deletion/modification of any clause of these conditions/bidding documents is not acceptable and lead to rejection of the bid.
g. By submitting the bid, the bidder/vendor/firm declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned in this bidding document.
h. Any bidder interested in bidding for one or more items separately is allowed to do so. However, preference will be given to bidder offering several items together.
i. The prices quoted must be valid for at least **180 days** from the date of tender opening.
j. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
k. Bid received after closing date/time will not be entertained.
l. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
m. Advance payment is not allowed at any stage and shall not ask for.
n. The firm/vendor will be liable to provide Tax Invoice in case of imported Goods, if/when Abdul Wali Khan University Mardan demanded to provide.
o. Firm/Bidder registration certificate with the Federal/Provincial Government.
p. The firm bidder shall clearly provide the proof of Registration for GST and NTN on their printed letter heads.
q. Valid NTN/STRN Certificates.
r. Certificate to the effect that the Firm/Bidder never been blacklisted by any Government/Semi Government Organization/Agency/autonomous body/private sector organization anywhere in Pakistan (submission of undertaking on legal stamp paper).
s. The tender documents shall serve as the essence of this contract.

2. *Scope of Supply*

a. Abdul Wali Khan University, Mardan (hereinafter referred to as AWKUM) invites requests/proposals to purchase **Examination Stationery Items (*specification stated Annexure A)***

b. The successful bidder shall supply the items as per prescribed specification approved by University Purchase Committee (hereinafter referred to as UPC)

c. The items shall be delivered at Store Purchase Section, AWKUM.

3. *Bid Price*

The bidder shall specify, required items as per specification, their unit price, and total bid price in his offer. The quoted prices shall be:

a. Best/final/fixed and valid until completion of all obligation under the contract i.e. not subject to variation/escalation etc.

b. In Pak Rupees

c. Inclusive of all taxes, duties, levies, insurance, freight, etc.

d. Include all charges such as transportation, loading- unloading up to the delivery point at Abdul Wali Khan University, Mardan or as specified by AWKUM in supply order/at the time of delivery.

e. Where no prices are entered against any item(s), the price of that item shall be deemed be free of cost, and no separate payment shall be made for that item(s).

f. In case of locally produced goods and services, the price shall include sales and all other taxes (whichever applicable).

g. In case of contract of imported goods and services, import duties, sales and other taxes (whichever applicable), already paid shall be shown separately (if required by AWKUM).

h. Taxes levied by the Government (if any), shall be deducted from the bidder as per rules.

4. *Earnest Money/Bid Security*

The bidder firm/vendor shall furnish the bid security (Earnest Money) as under:

a. 02% (Two Percent) of the total bid price.

b. No bid will be accepted without earnest money.

c. Denominated in Pakistani Rupees.

d. Must be attached with financial proposal, failing which will cause rejection of bid.

e. In the form of Call Deposit Receipt (CDR) in the name of "Treasurer Abdul Wali Khan University Mardan".

f. The earnest money will be released to successful bidders after inspection/satisfactory report of the Inspection Committee.

g. The Earnest Money will be returned on written request to the unsuccessful bidders.

The bid security shall be forfeited by AWKUM, on the occurrence of any/all of following conditions.

a. If the bidding firm/vendor withdraws the bid during the period of tender/bid validity.

b. If the bidding firm/vendor does not accept the corrections of his total tender/bidding price.

c. If the vendor fails to supply the total awarded items within stipulated time period.

5. *Bid/Tender Validity*

The bid shall have a minimum validity period of One Hundred and Eighty **(180)** days from the date of opening of bids. The AWKUM may solicit the bidding firm/vendor's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If the bidding firm/vendor agrees to permit extension for validity period of the tender, the validity period of the bid security shall also be suitable extended. The bidding firm/vendor may refuse extension of validity period of the bid validity, without forfeiting the bid security.

6. *Signing of Bids*

The bidding firm/vendor must sign and stamp all pages of the tender documents.

7. *Rejection/Acceptance of the Bids*

The AWKUM shall have the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

The tender/bids shall be rejected if:

a. The offered items/services do not meet the technical specification of required items/services.
b. The bidder submits incomplete/partial/conditional/alternative/late documents.
c. Bid is not submitted completely for all the items required to be purchased.
d. Bid security/Earnest Money is not submitted.
e. It is subjected to interlineations/cuttings/corrections/erasures/overwriting.
f. The bidding firm/vendor refuses to accept corrected Total Tender Price.
g. The bidding firm/vendor tries to influence the tender evaluation/contract award by unsolicited advice/clarifications and any personal approach at any stage of the tender.
h. The bidding firm/vendor engages in corrupt or fraudulent practices in competing for the contract award.
i. The bidding firm/vendor fails to meet all the requirement of tender eligibility/qualification criteria.
j. The bidding firm/vendor has been blacklisted by any public or private sector organization.
k. The bidding firm/vendor has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
l. The bidding firm/vendor has mentioned any financial implications in the financial proposal that is in contradiction to this document and Government rules and regulations.
m. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
n. The bidding firm/vendor submit any financial conditions as part of its bid which are not in conformity with tender document.
o. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.
p. If the rates quoted by vendor are not workable or on higher side etc.
q. Not providing Sample (if required/mentioned in tender documents).
r. Not performing demonstration (if required/mentioned in tender documents).

8. *Technical Evaluation Criteria*

The technical evaluation of the firms will be carried out as per the following criteria.

S.#	Requites	Max Marks	Marks Obtained	Distribution of Marks	Attachment of evidences is mandatory. No attachments will carry Zero Marks	Attached as Annex
1	Years in Business	10		1 marks/year	NTN/STRN Registration copies	
2	Previous Similar Projects completed in last Five years each Project worth Rs. 04 Million Similar Projects means supply of stationery related items as required in these bidding documents	40		10 marks/project	Supply order/work order copies along with satisfactory/ completion certificate	
3	Ongoing Projects of similar nature, each Project worth Rs. 04 Million in the year 2024-25 Ongoing Project means supply of such items as required in these bidding Documents	10		5 marks/project	Supply order/work order copies	
4	General Projects completed in last Five years each Project worth Rs.10 Million General Projects means projects of all types that are not covered at Serial # 2 and 3 of the evaluation criteria	10		5 marks/project	Supply order/work order along with satisfactory/completion certificate	
5	Financial Strength of firm for the year 2024-25	20			Copy of the year 2024-25 Financial audit report done by ICAP/SBP registered auditing firm and shown in income tax return of 2024-25	
	Annual revenue of firm greater than 10 Million			20 marks		
	Annual revenue of firm between 6 to 10 Million			15 marks		
	Annual revenue of firm between 2 to 6 Million			10 marks		
6	Local offices in Mardan, Peshawar and Islamabad	10		3.3 marks/office	Addresses along with contact numbers of offices	

9. *Best Evaluated Bid Criteria*

The bidder obtaining at least **70%** score in technical bid will be considered as qualified. Financial bids of technically qualified bidders will be opened in the presence of the representatives of the firms who wish to attend the tender opening. Amongst the Technically qualified bidder, the bidder offering the lowest priced bid will be considered for the award of the project.

10. *Award Criteria*

Technically qualified and successful bidding firm/vendor will be evaluated in the light of all preconditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities

11. *Variation in scope of Work*

AWKUM shall have the right, at his exclusive discretion, to increase/decrease the quantity/quality/form of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. AWKUM reserves the right to remove any item or service executed which is not accordance with the tender/item specification or to order contractor to provide according to tender/item specification. In case of non-compliance by the contractor, AWKUM shall remove such items/services and will be re-executed through other arrangements at the sole risk, cost, and responsibility of the contractor.

12. *Delivery of Goods/items*

The contractor shall make delivery of the items **within the time given as per work order/supply order** from the date of issuance of supply order. A penalty of 0.5% of total cost of order can be imposed per day up to 10 days for delay on the part of contractor. A flat penalty of 5 % of total cost will be imposed for delay beyond 10 days. The delivery of items shall be made at store purchase section, procurement office, AWKUM or as specified by AWKUM at the time of delivery. No separate payment shall be made in this regard.

13. *Guarantee/Warranty*

a. The contractor shall warrant to AWKUM that the goods supplied, under the contract are genuine, brand new.
b. The contractor shall further warrant that the goods/services supplied, under the contract shall have no defect, arising from design, materials, and workmanship or from any act or omission of the bidder that may develop under normal use of the supplied goods/services.
c. The contractor shall clearly mention Terms and Conditions of service agreement for the goods supplied.
d. The AWKUM shall, by written notice served on the contractor, indicate any claim(s) arising under.
e. The contractor shall, within the prescribed time period, after receipt of such notice, repair or replace the defective/damaged goods or parts on site, without any cost to the purchaser.

14. *Taxes*

a. The contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/sales tax to the concerned authorities of income tax and sales tax department, Government of Pakistan.
b. All government taxes shall be deducted at source (if applicable) according to the relevant rules.

15. *Inspection and Testing*

a. The AWKUM shall inspect and test the goods supplied, the services provided under the contract, to verify their conformity to the technical specifications.
b. The inspection and tests shall be conducted at the premises of the contractor or at the AWKUM/at the final destination. In case of conducted at the premises of the contractor, the contractor shall provide all-reasonable facilities and assistance, including production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the AWKUM.
c. The AWKUM may reject the goods/services if the committee/inspector/investigator fails to confirm to the technical specification, in any test(s) or inspection(s) and the contractor shall either replace the rejected goods/services or make all alterations necessary to meet the technical specifications, within prescribed time/duration, free of cost to the AWKUM.
d. The AWKUM's post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing, or passing of the goods.
e. Nothing contained in this document shall, in any way, release the contractor from any warranty or other obligations under the contract.

16. *Responsibility Against Damages/Ownership of Goods*

a. The contractor shall be responsible for whole/any damage caused to the item(s)/goods by accident/improper handling/loading un-loading, before handed over to/taking charge by AWKUM. The contractor shall replace the same.
b. The contractor shall, by written notice served to AWKUM, apply for Taking-over certificate.
c. The AWKUM shall, after the receipt of contractor's application, either issue the Taking-over Certificate to the contractor or reject the application giving the reasons and specifying the work required to be done by the contractor to enable the Taking-Over Certificate to be issued.
d. Nothing contained in this document shall, in any way, release the contractor from any warranty or other obligations under the contract.

17. *Payment*

a. Payment shall not be made in advance and against partial deliveries.
b. The contractor shall provide all necessary and supporting documents along with invoice.
c. The contractor shall submit an application for payment, to the AWKUM. The application for payment shall be: accompanied by such invoices, receipts or other documentary evidence as the AWKUM may require; state the amount claimed; and set forth in detail, in the order of price schedule, particulars of the goods supplied/services provided up to the date of application for payment.
d. The AWKUM shall get verified the details of goods/services delivered. Payment shall be made on complete delivery of goods/services after issuance of satisfactory certificate by concerned technical committee/Head of Department/Project Investigator.
e. The AWKUM shall pay the 100% amount verified after the successful inspection.
f. AWKUM shall make payment for the goods supplied and services provided to the contractor as per Government policy, in Pak Rupees through crossed cheque.
g. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of

Pakistan for the whole period starting from issuance of Supply Order till delivery of the goods/services.

18. *Supply Period*

a. The AWKUM shall purchase the items or shall avail the services within valid period of the tender.
b. The successful bidding firm/vendor shall be responsible to deliver goods/services within due time as given in Supply Order/Tender Document
c. Repeat orders within a period of six months can be given to the successful bidder with the condition that it does not exceed fifteen percent of the original contract value.

19. *Dispute resolution*

The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. The contractor shall in writing report to the competent authority who shall refer it to Tender Redressed Grievance Committee (TRGC) for further process as per AWKUM financial rules.

20. *Force Majeure*

"Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/ Work Order/ Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute will be dealt as per section 35 of the KPPRA Act 2012.

21. *Agreement Deed*

After receiving work order/supply order the firm has to sign a formal agreement deed on a stamp paper of appropriate value as per attached sample (Annex 1)

ANNEX-1

AGREEMENT DEED SAMPLE

The parties to this agreement deed i.e. Abdul Wali Khan University Mardan (Party –I) and Firm Name M/S ----- (Party – II) hereby agreed as under:

1. Party II shall supply the items against supply Order No______________ dated______________as per quoted specifications within_____________________.
2. In case of defect in any item the supplier shall repair/replace it free of cost within two weeks; otherwise, the supplier shall return the entire paid amount to Abdul Wali khan University Mardan.
3. If any over pricing or low specification is found at any stage, the party – II shall be responsible for recovery/rectification.
4. Party II shall be responsible for transportation charges for supply of items and no separate payment shall be admissible in this regard.
5. No Advance Payment shall be made by party I.
6. 100 % percent payment shall be made to the supplier after the successful inspection conducted. The inspection will be carried out by Inspection committee constituted by AWKUM.
7. All taxes shall be deducted as per University/FBR rules from the claimed bills of Party II.
8. All payments shall be in Pak rupees (through cross cheque) by Party I.
9. No partial payment shall be made by Party I.
10. If the firm failed to complete the supply of items as per awarded Supply order the Call Deposit (CDR) of the firm shall be forfeited.
11. Any grievance shall be resolved as per AWKUM Financial Rules 2020 i.e. Through Tender Grievance Redressal Committee
12. Bidding documents shall serve as essence of contract.

____________________	________________________	____________________
Firm Owner /authorized Representative Signature & Stamp	**Procurement officer AWKUM**	**Countersigned by Registrar AWKUM**

CNIC No. ----------------------

Witness 1 (Behalf of Firm)	**Witness 2 (Behalf of Firm)**
Name --------------------------------	**Name ------------ -----------------------------**
F/N ---------------------------------	**F/N --**
CNIC --------------------------------	**CNIC ---**
Signature ---------------------------	**Signature -------------------------------------**

Annexure A

DETAIL OF ITEMS ALONG WITH SPECIFICATIONS
ITEMS SPECIFICATION

S.#	Name of items	Specifications	Quantity
01	Answer Book as per sample	No of Pages: 08 Size: 8.5x11 Paper: 68gm HF Paper B&W Print, Sewed with serial No	220,000/- No's
02	Continuation pages as per sample	No of Pages: 04 Size: 8.5x11 Paper: 68gm HF B&W Print With Serial No.	186,000/- No's
03	Paper	A4 Size 80 gm	150 Reams
04	Paper	Legal Size 80gm	150 Reams
05	File Cover	As per sample **(will be provided in the Procurement Office)**	8,000/- No`s
06	DMC	As per sample **(will be provided in the Procurement Office)**	15,000/- No`s
07	Degree Folder	As per Sample **(will be provided in the Procurement Office)**	5,000/- No`s
08	Attendance Sheet	As per sample **(will be provided in the Procurement Office)**	2500/- No`s

Annex –B

PRICE BID FORMAT

(To be provided with Financial Bid)

The bidder has to provide price bid on the Format given below inclusive of taxes, transportation, charges.

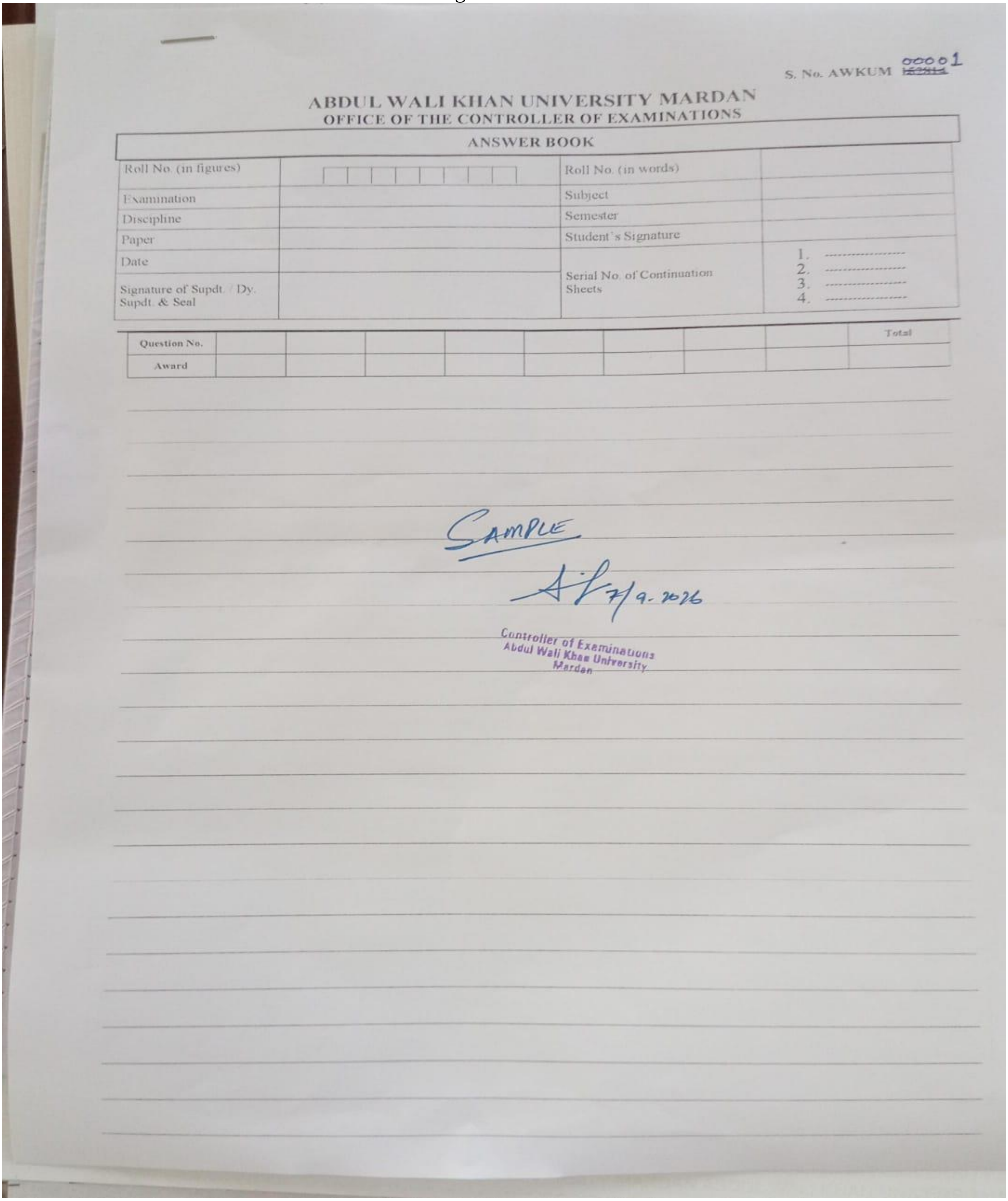
S.#	Name of items	QTY (A)	Unit Price inclusive of all Taxes (B)	Total Price inclusive of Taxes C = (A)*(B)
01	Answer Book as per sample	220,000/- No's		
02	Continuation pages as per sample	186,000/- No's		
03	Paper 80gm	150 Reams		
04	Paper 80gm	150 Reams		
05	File Cover	8,000/- No`s		
06	DMC	15,000/- No`s		
07	Degree Folder	5,000/- No`s		
08	Attendance Sheet	2500/- No`s		

NOTE:

The bidder must quote price on the format given above.

SAMPLE OF ANSWER BOOK

Front Page of Answer Book



S. No. AWKUM 00001

ABDUL WALI KHAN UNIVERSITY MARDAN
OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANSWER BOOK

Roll No. (in figures)		Roll No. (in words)	
Examination		Subject	
Discipline		Semester	
Paper		Student's Signature	
Date		Serial No. of Continuation Sheets	1. .... 2. .... 3. .... 4. ....
Signature of Supdt. / Dy. Supdt. & Seal			

Question No.									Total
Award									

SAMPLE

7/9-2026

Controller of Examinations
Abdul Wali Khan University
Mardan

2nd Page of Answer Book

3

3rd Page of Answer Book

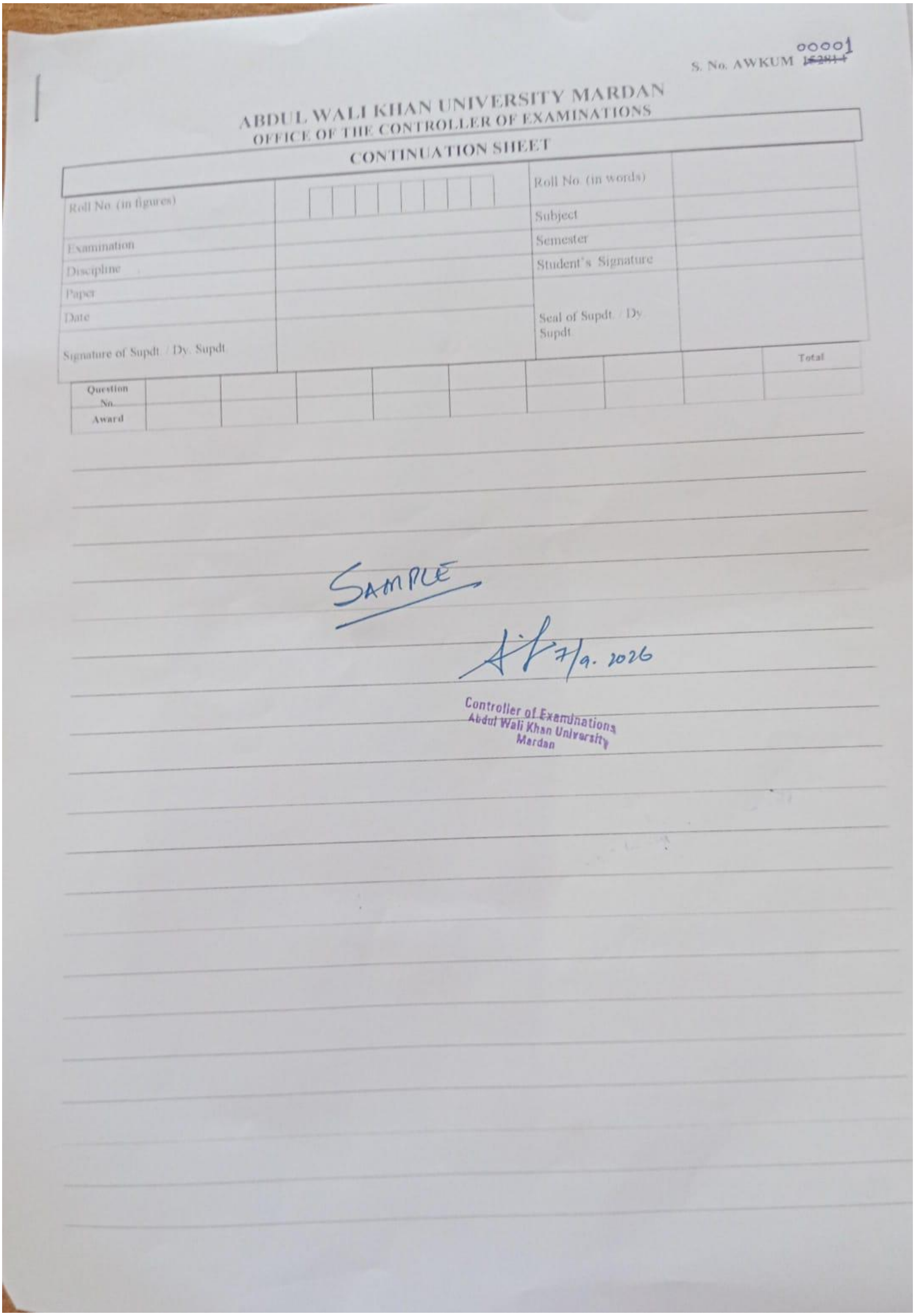
3

LAST PAGE

8

SAMPLE OF CONTINUATION SHEET

Front Page of Continuation Sheet



S. No. AWKUM 00001

ABDUL WALI KHAN UNIVERSITY MARDAN

OFFICE OF THE CONTROLLER OF EXAMINATIONS

CONTINUATION SHEET

Roll No. (in figures)		Roll No. (in words)	
		Subject	
Examination		Semester	
Discipline		Student's Signature	
Paper			
Date		Seal of Supdt. / Dy. Supdt.	
Signature of Supdt. / Dy. Supdt.			

Question No.										Total
Award										

SAMPLE

7/9. 2026

Controller of Examinations
Abdul Wali Khan University
Mardan

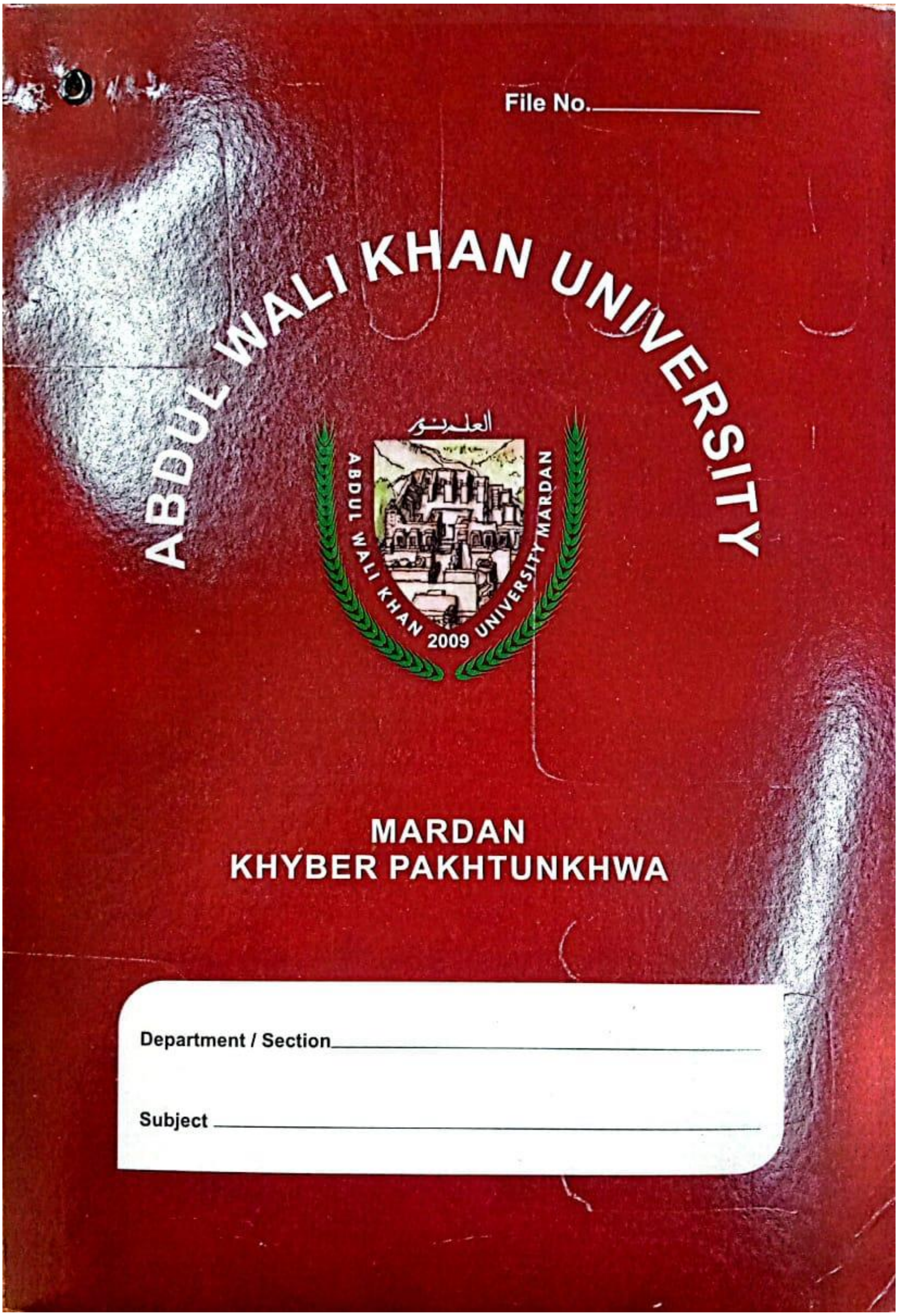
2nd Page of Continuation Sheet

3rd Page of Continuation Sheet

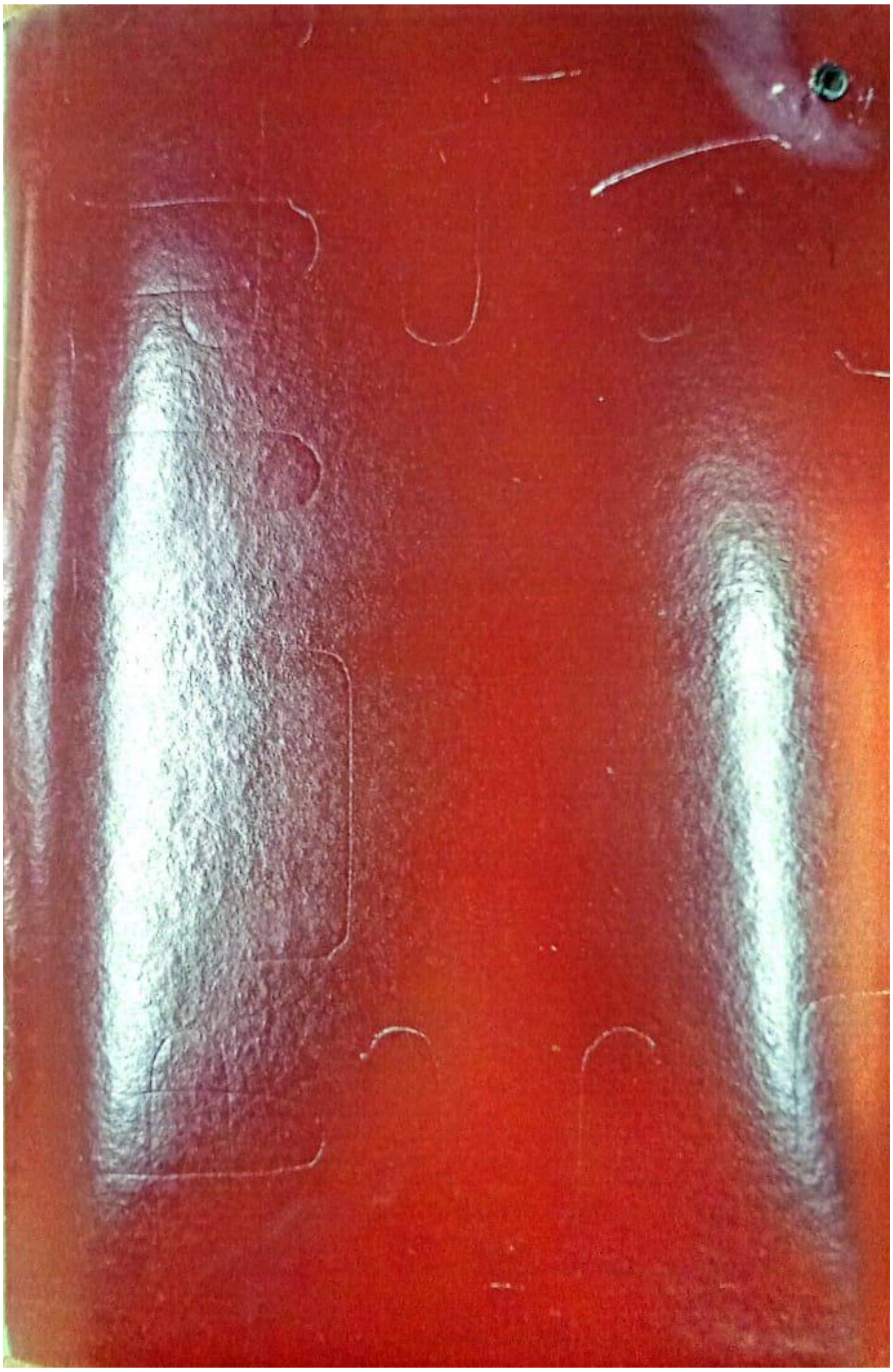
Last Page of Continuation Sheet

File Cover

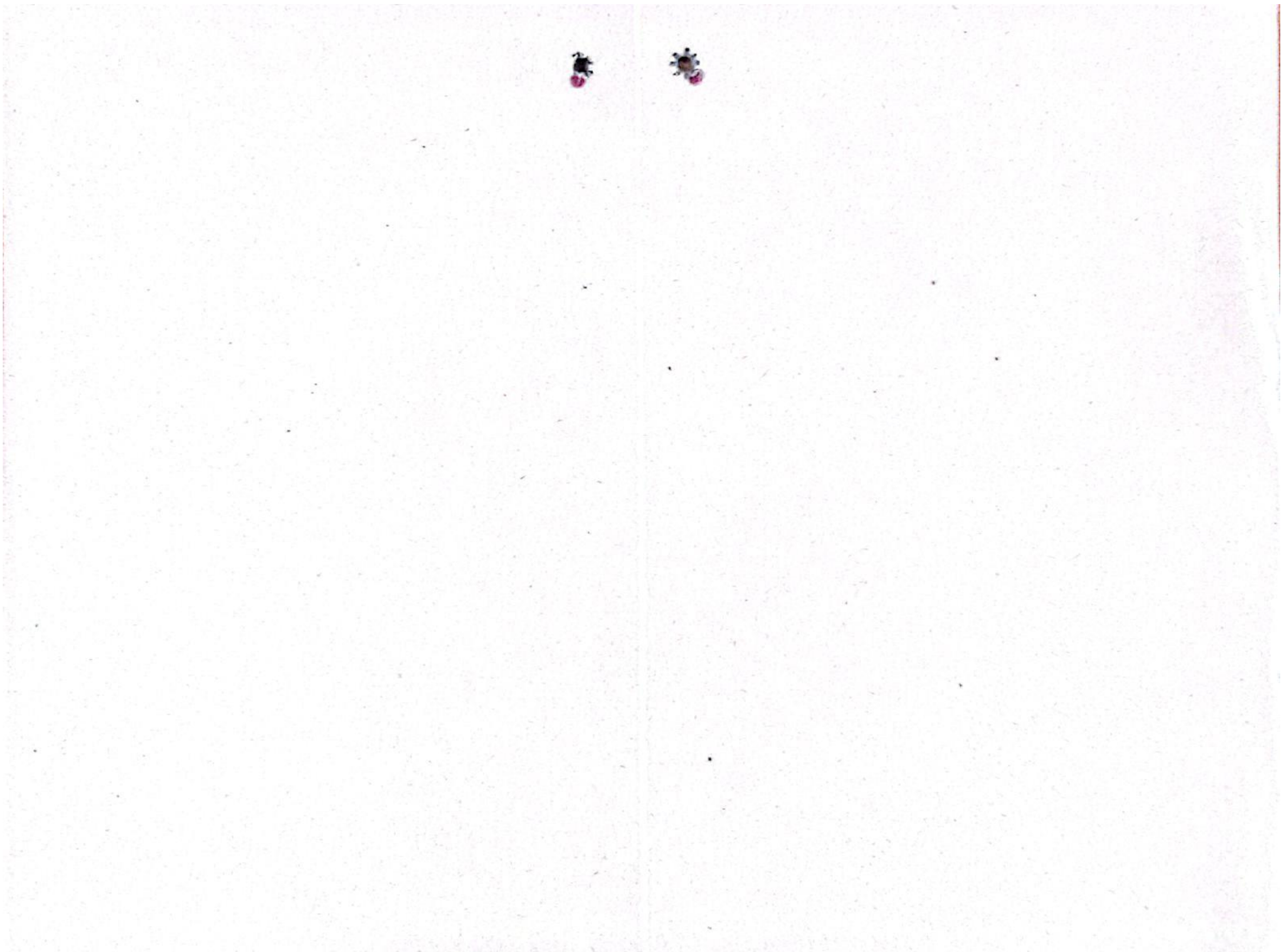
Front of File Cover



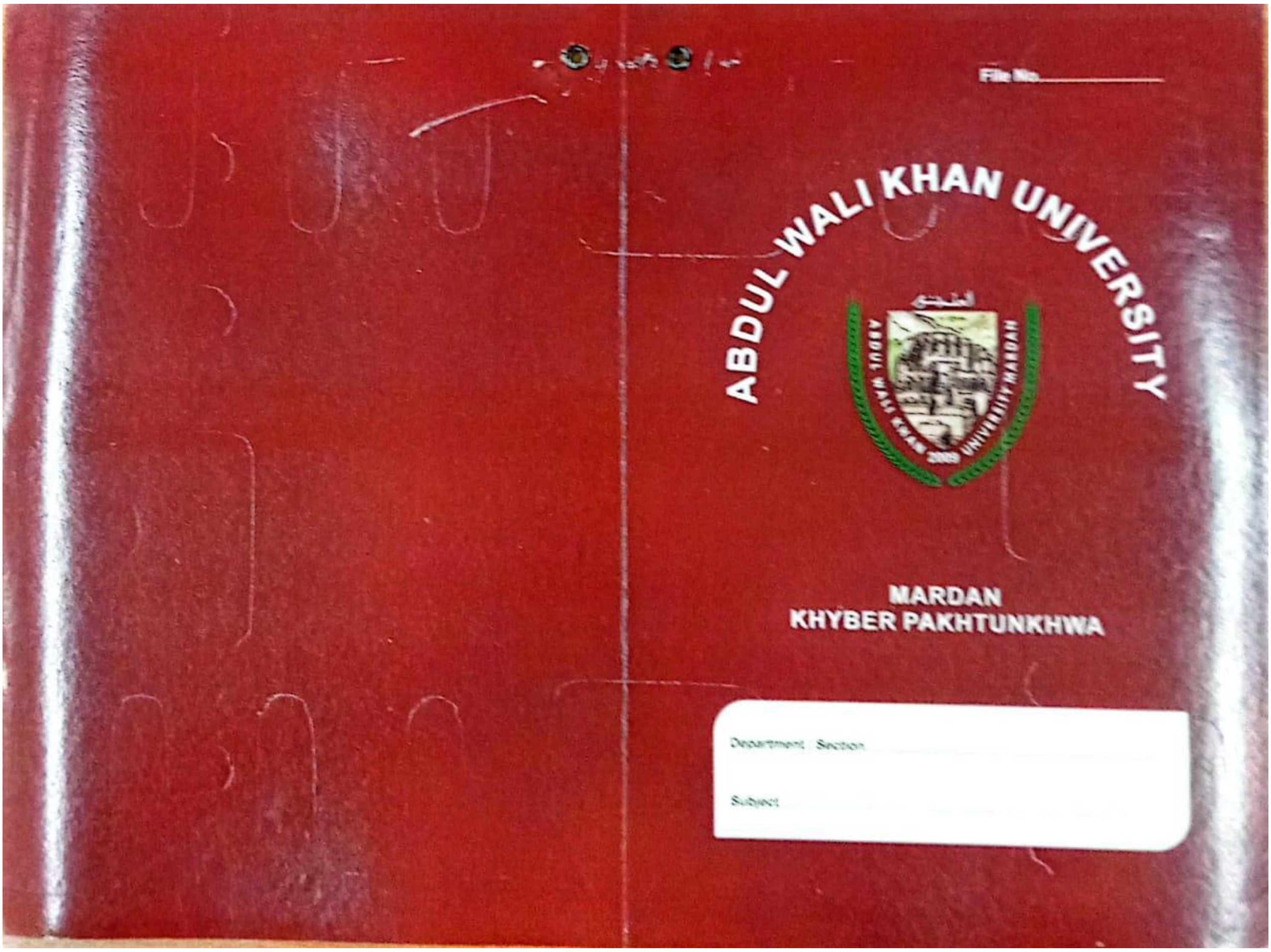
Back Side of File Cover



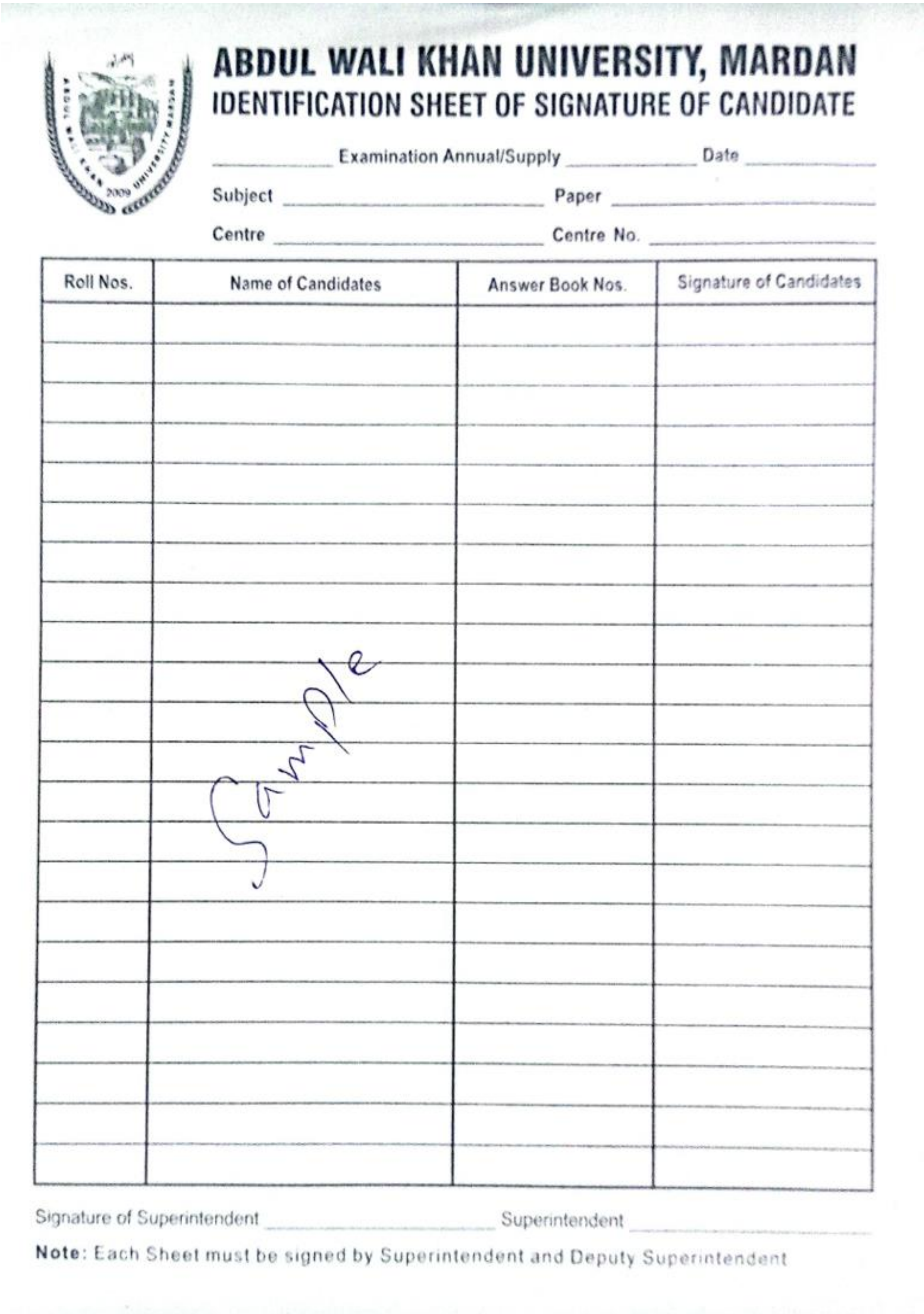
Opened (Inside) File Cover



Opened Back Side File Cover



Attendance Sheet



ABDUL WALI KHAN UNIVERSITY, MARDAN
IDENTIFICATION SHEET OF SIGNATURE OF CANDIDATE

________ Examination Annual/Supply ________ Date ________

Subject ________________ Paper ________________

Centre ________________ Centre No. ________________

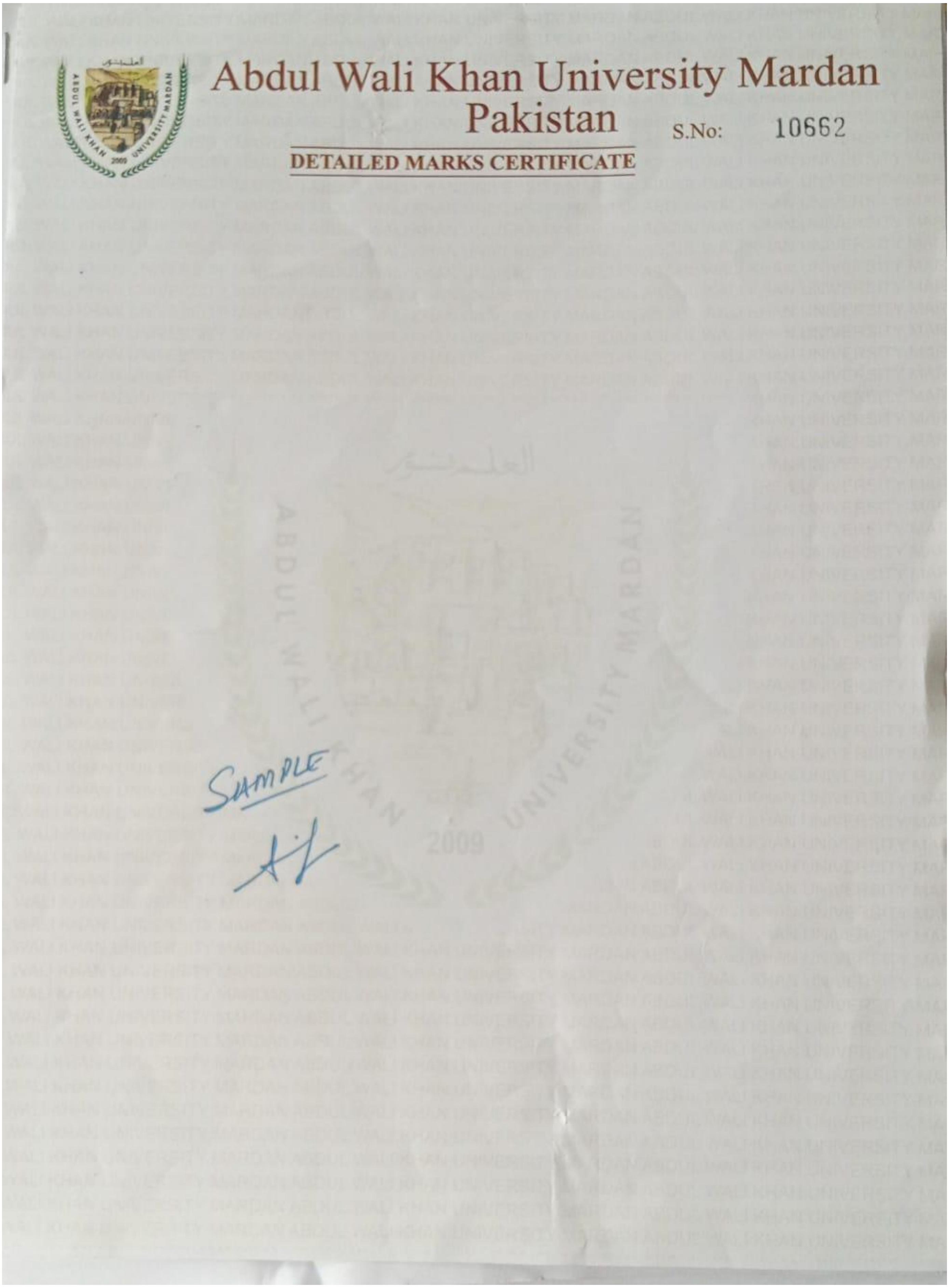
Roll Nos.	Name of Candidates	Answer Book Nos.	Signature of Candidates

Sample

Signature of Superintendent ________________ Superintendent ________________

Note: Each Sheet must be signed by Superintendent and Deputy Superintendent

DMC



Abdul Wali Khan University Mardan
Pakistan

S.No: 10662

DETAILED MARKS CERTIFICATE

SAMPLE