



# Rawalpindi Medical University



## INVITATION FOR BIDS FOR PROCUREMENT OF STATIONARY ITEMS, PRINTING MATERIAL, GENERAL STORE ITEMS

1. Rawalpindi Medical University invites sealed bids on Framework Contract basis from well reputed Firms/Companies/Sole Proprietors/ General Order Suppliers for the Financial Year 2023-2024 for "**Procurement of Stationary, Printing Material and General Store Items**"
2. Interested Eligible Bidders may get the bidding documents from the purchase office, RMU, NTB inside Holy Family Hospital, Rawalpindi on submission of written application on their letter heads and a copy of CNIC along with payment of non-refundable fee of Rs. 2000/-(Rupees Two Thousand Only) for each category for Bidding Documents. Bidding Documents including detailed specifications, terms & conditions shall be issued up to 30-8-2023 till office Hours from Purchase Office, New Teaching Block Rawalpindi, Pakistan.
3. Bidding shall be conducted on '**Single Stage Two Envelope**' basis. The name of the bidder and tender description shall be clearly marked on the envelope. Bidders are required to submit the documents along with following information
  - The bidder should be registered with FBR.
  - Income tax/sales tax certificates/Professional tax Certificate (Punjab Only) from relevant department.
  - List of relevant major supplies.
  - Estimated amount of each item is mentioned in bidding documents.
  - 2% Bid security of estimated amount in shape of CDR/Bank Guarantee/Pay Order/ Demand Draft of each item is mentioned in bidding documents must be attached with technical bids.

Conditional, optional, incomplete and bid not meeting the evaluation criteria shall be considered as '**Non- Responsive**'.

Bidding documents containing evaluation criteria, specifications and other terms & conditions can be downloaded from [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and [www.rmur.edu.pk](http://www.rmur.edu.pk).

Prospective bidders are requested to drop their sealed bids on / before **31-8-2023 till 10:30 a.m.in the Office of Vice Chancellor Rawalpindi Medical University, New Teaching Block Inside Holy Family Hospital Rawalpindi, Pakistan.**

The Bids received till stipulated date and time shall be opened on the same date at **11:00 a.m.** in the presence of bidders or their representatives who intend to witness the proceedings. In case of official holiday on the day of Purchasing /submission next day will be treated as closing date.

RMU may reject all the bids subject to relevant provision of Punjab Procurement Rules 2014.

Vice Chancellor  
Rawalpindi Medical University  
New Teaching Block Rawalpindi  
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