

# **UNIVERSITY OF AZAD JAMMU & KASHMIR**

**Directorate of Finance & Planning  
Admin Block, Chellah Campus,  
Muzaffarabad.**

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## **TENDER DOCUMENT**

### **“Purchase of Uniforms for Security Guards”**

Submission Deadline & Tender Opening Date: 05-04-2017

#### **Note:**

- (a) Rates should be quoted on this tender document
- (b) The bids document can be obtained (during office hours) from the office of the Deputy Director Finance (Purchase), Admin Block, Chellah Campus, Room No: 26 after depositing tender fee of Rs. 1000/- (non-refundable) in shape of bank challan/ bank draft/pay order in favour of the Director Finance & Planning, University of Azad Jammu & Kashmir, Muzaffarabad

**Tender No: F3-25/Procurement/2017**



**PURCHASE SECTION**

Tender Document for the

***“Purchase of Uniforms for Security Guards”***

To be opened on **05-04-2017** at **12:30 pm**, Admin Block, Chellah Campus, Mzd

**FORM OF BID**

Name of Company/Firm: \_\_\_\_\_

GST No: \_\_\_\_\_ (Please attach copy)

NTN No: \_\_\_\_\_ (Please attach copy)

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Tender Fee (Rs. 1000/- non refundable) vide Draft/Challan No: \_\_\_\_\_ Dated: \_\_\_\_\_

Earnest Money / CDR No (Refundable): \_\_\_\_\_ Dated: \_\_\_\_\_ Rs. \_\_\_\_\_

Full Address of Company/Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TERMS & CONDITIONS

**NOTE: Bidders should read these conditions very carefully and comply strictly while sending their tenders. Afterwards no excuse/justification will be accepted / entertained. These instructions shall form the part of the tender and contract**

- (i) Tender form shall be filled in ink or typed. No tender filled in Lead Pencil shall be considered.
- (ii) Call Deposit Receipt (CDR) @ 2% of total amount of bid (refundable) in favour of the Director Finance & Planning must be attached with the quotation/offer.
- (iii) Firms must have their own setup.
- (iv) The Purchase Committee reserves the right to increase/decrease the quantity, at any stage, and the supply order/contract will be issued subject to the availability of funds. Moreover, the items may be deleted.
- (v) All prevailing taxes are to be paid by the firms and must be included in the rates as per government rules/rates. Do not quote these taxes separately.
- (vi) Transportation charges etc must be included in the rates. In this regard no claim, what so ever, shall be entertained separately.
- (vii) All required documents must be provided at the time of submission of quotation.
- (viii) Rates shall be written very clearly and there should not be errors and/or over-writings. Corrections, if any, should be made clearly and initiated with a signature, who is signing the tender.
- (ix) The rates should be quoted on F.O.R. Muzaffarabad basis.
- (x) The contractor shall not assign or sublet his contract or any substantial part thereof to any other agency.
- (xi) Rates must be valid for a period of 90 days or till the completion of work and final payment, whichever is more.
- (xii) Prices quoted should be firm and final inclusive of all taxes. Bidders should note that if taxes or duties etc, alter or levied by the Government during the contract it would be the responsibility of the firm.
- (xiii) **CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the tender open. Moreover, if the supplier failed to commence the supply of items as per terms & conditions lay down in supply order, CDR will also be forfeited.**
- (xiv) Prior to issuance of the supply order the Purchase Committee may visit the firm to examine the setup/worth of the firm in the market.
- (xv) Detailed specifications are given in this tender document. Firms are asked to quote the prices according to the specifications.
- (xvi) Supplier will be bound to provide sales tax return; otherwise, whole GST will be deducted from the claim. Payments will remain pending till the provision of GST return, in this regard no justification/excuse will be entertained

- (xvii) Supplier will be responsible to provide the material in the safest possible way on its own expense. University will not provide any labour for loading/unloading the material.
- (xviii) Incomplete and conditional tenders will be rejected.
- (xix) The Purchase Committee reserves the right to accept any tender, **not necessarily the lowest**, reject any tender without assigning any reason(s) and accept tender for all or anyone.
- (xx) The evaluation will be based on the comparison, specifications, makes and quality. Purchase Committee reserves the right to choose the specifications/makes at its discretion.
- (xxi) Tender must be enclosed in a properly sealed “**bigger envelope**” and name of the bidder clearly marked on the envelope.
- (xxii) The tenderer shall sign and stamp the tender form at each page including terms & conditions pages.
- (xxiii) In case the tender is not opened on the scheduled date due to any force de majeure then the same will be opened on the next working day at the same time and place.
- (xxiv) The supplier/contractor will be bound to abide by all rules & regulations/instructions/directions mentioned in the supply order.
- (xxv) Further personal canvassing or recommendation or unauthorized practices for getting the contract will also disqualify the bidders.
- (xxvi) Bids received after due date and which are not properly sealed will be rejected and returned unopened to the bidder.
- (xxvii) Tenderer which propose any alterations in the conditions specified will be rejected.
- (xxviii) In the event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.
- (xxix) Last date for submission of bids is **05-04-2017**. The bids shall be opened in the presence of the bidders’ representatives, if any, on same day at 12:30 p.m. in the office of the Director Finance & Planning, Chellah Campus, University of Azad Jammu & Kashmir Mzd.

- **Payment Schedule:**

- a. All payments in Pak Rupees (through crossed cheque) after delivery & checking.
- b. No advance payment will be made. Payments will be released subject to the clearance of accounts and audit sections.

- **Deductions/Payment of Taxes:**

- a. General Sales Tax: **Registered firm:** 0% (subject to the provision of GST invoice)  
17 % (If GST invoice not provided)  
**Non-Registered firm:** 19%.
- b. Income Tax: Filer: 4.5%  
Non Filer: 6.5%
- c. Tajweed-UI-Quran Trust (T.Q.T) @ Rs. 2/- per thousand.
- d. Education Cess @ Rs. 10% on income tax invoice value.
- e. K.L.C @ Rs. 1/- per thousand.
- f. Stamp Duty @ 0.25% of total amount.
- g. Any tax imposes by the government.

**NOTE:**

**This tender is only an invitation to offer and the Purchase Committee does not bind itself to accept any tender and reserves the right to accept or reject any/all the bids without assigning any reason(s).**

**CERTIFICATE:**

We undertake that our Firm M/S \_\_\_\_\_ is not black listed by any Government Department/Agency/Private Organization in any part of AJK/Pakistan and that we currently not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions of this tender document. We agree to abide by all these terms, conditions, stipulations, obligations and instructions.

In case of any dispute, decision of Central Purchase Committee of UAJ&K would be final and we undertake to accept any or all decisions of the Central Purchase Committee of this University with respect to acceptance and rejection of our bid, in part or in whole and that such a decision shall not be justifiable in any court of law at any time and at any stage. We further undertake that the Purchase Committee is not bound to accept the lowest bid necessarily.

We solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

**Name of representative of the firm:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**CNIC No:** \_\_\_\_\_

**Signature and Seal:**

نوٹ: جملہ سیکیورٹی گارڈز/سیکیورٹی آفیسران کے ماپ لینا اور یونیفارم کی  
 سلانی وغیرہ متعلقہ فرم کی ذمہ داری ہوگی۔  
 بعد از سلانی، یونیفارم سیکیورٹی گارڈ کو پورا نہ ہونیکی صورت میں  
 سپلائر ذمہ دار ہوگا۔

Sr #	Items with Specifications	Quantity	Unit Price	Total Price
<b>Uniforms for Security Guards/Security Officers</b>				
<i>Note: Bidders shall be bound to provide the samples of required items. The Purchase Committee may examine the quality of the samples before issuance of supply order.</i>				
01	<b><u>Pent Shirt</u></b> Brown Colour  <b>Note:</b> (i) Clearly mention the brand name of cloth. (ii) Attach sample of cloth.	92 Sets		
02	<b><u>Cap</u></b> With University Monogram	46 Nos		
03	<b><u>Belt</u></b>	46 Nos		
04	<b><u>Shoes</u></b> (Bata/Service/Don Carlos)  <b>Note:</b> Clearly mention the company name.	46 Pairs		
05	<b><u>Socks</u></b>	92 Pairs		
06	<b><u>Shoulder Badges</u></b>	48 Pairs		
07	<b><u>Name Plate</u></b>	46 Nos		
08	<b><u>Jackets</u></b> Leather (Brown)	46 Nos		
	<b><u>Jersey</u></b> Brown			
09	<b><u>Sticks</u></b>	02 Nos		

**Deputy Director Finance/  
Secretary Central Purchase Committee**