



UNIVERSITY OF AZAD JAMMU & KASHMIR
(Directorate of Finance & Planning)
Admin Block, Chellah Campus, Muzaffarabad

PURCHASE SECTION

TENDER DOCUMENT

For the

“Purchase of Office Stationery”

Submission Deadline & Tender Opening Date: 14-07-2017

Venue: Admin Block, Chellah Campus, Muzaffarabad

Phone No: 05822-920745

Fax No: 05822-960432

Website: www.ajku.edu.pk

TERMS & CONDITIONS

- (i) 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.
- (ii) **The Purchase Committee reserves the right to increase/decrease the quantity.**
- (iii) All prevailing taxes must be included in the rates as per government rules.
- (iv) All required documents must be provided at the time of submission of quotation.
- (v) The rates should be quoted on F.O.R. Muzaffarabad basis.
- (vi) Rates must be valid for a period of 90 days or till the completion of work and final payment, whichever is more.
- (vii) **Firms must have their own setup.** 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
- (viii) **CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the supply order issued.**
- (ix) **Bids received after due date and which are not properly sealed will be rejected.**
- (x) Detailed specifications are given in this tender document. Firms are asked to quote the prices according to the specifications.
- (xi) Tender must be supported with proof of sales tax and income tax registration certificates.
- (xii) **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 will be entertained.**
- (xiii) **Supplier will be bound to provide the material in the safest possible way on its own expense. University will not provide any labour for loading/unloading the material**
- (xiv) **Firms are required to provide the samples of the stationery items at the time of opening of tender/quotations. Without samples, the quotation will be rejected.**
- (xv) Incomplete and conditional tenders will be rejected. The name of bidder must be clearly marked on the envelop.
- (xvi) 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.
- (xvii) Further personal canvassing or recommendation or unauthorized practices for getting the contract will also disqualify the bidders.
- (xviii) Last date for submission of bids is _____. The bids shall be opened in the presence of the bidders or their authorized 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 Muzaffarabad.

● **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:** 1/5th of the sales tax declared in GST invoice
(Subject to the provision of GST invoice & Return)

17 % of Gross Amount
(If GST invoice not provided)

Non-Registered firm: 19% of Gross Amount
- b. Income Tax: **Filer:** 4.5% of Gross Amount
(Subject to the provision of Income Tax Return)

Non Filer: 6.5% of Gross Amount
- 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.

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)

NOTE: Firms are required to provide the samples of the stationery items at the time of opening of tender/quotations. Without samples, the quotation will be rejected				
Sr #	Items with Specifications	Quantity	Unit Price	Total Price
01	Officer Pen Holder Fine Quality	90 Sets		
02	Ball Point (Dollar Clipper / Piano Crystal)	550 Packets		
03	Lead Pencil Goldfish	110 Packets		
04	Sharpener, Dux	22 Dozens		
05	Eraser	20 Dozens		
06	Register Single Line (White Page) 300 Pages	80 Nos		
07	Register Single Line (White Page) 150 Pages	75 Nos		
08	Dispatch Register, 300 Pages	35 Nos		
09	Received Register, 300 Pages	35 Nos		
10	Envelops 5 x 11 (10 gm), Golden	15,000 Nos		
11	Envelops , Legal Size, Golden	7500 Nos		
12	Envelops , A4 Size, White	8000 Nos		
13	File Board	500 Nos		
14	Stapler Machine, (Medium Size)	125 Nos		
15	Poker	65 Nos		
16	Stapler Pin (Dollar)	1000 Packets		
17	Paper Cutter Steel (Large)	100 Nos		
18	Pin Cushions	100 Nos		
19	Tags (Small + Large)	260 Bundles (130 + 130)		
20	Uni Ball Point (Blue, Black, Red)	120 Packets		
21	Glue Stick. (UHU 21g)	350 Nos		
22	Table Set (Wooden)	40		
23	Photostat Paper, (Legal), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia	1300 Reams		
24	Photostat Paper, (A-4), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia	1700 Reams		
25	Noting Paper, (Legal) Butterfly	50 Reams		

<i>Sr #</i>	<i>Items with Specifications</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
26	Marker 90 Nos, (Snowman/Dollar) (12 Markers per Packet)	50 Packets		
27	File Cover Plastic, Legal size	1000 Nos		
28	Ruler Steel 12"	10 Dozens		
29	Writing Pad	300 Nos		
30	Stamp Pad (Dollar or Equivalent)	100 Nos		
31	Pencil Fluid	30 Dozens		
32	Safety Scissors	70 Nos		
33	Attendance Register (Large Size)	40 Nos		
34	Ink, (Large) (Black/Blue).	100 Bottles		
35	Ink Remover	10 Dozens		
36	Paper Clip	115 Packets		
37	Flags (3" x 2")	100 Packets		
38	Calculator, (Casio DJ-220)	55 Nos		
39	Fluid + Thinner, (Pelikan)	80 Sets		
40	Tempo Marker. (10 Markers per Packet)	50 Packets		
41	VIP File Folder, (Four Flapper)	100 Nos		
42	Glue Bottle, Dollar (1000ml)	50 Nos		
43	Binding Tape, 2"	120 Nos		
44	Dust Bin, Large Size	100 Nos		
45	File Flapper, Four Flapper	300 Nos		
46	Stapler Pin Remover	100 Nos		
47	Highlighter (Stablo Boss/Snowman/Schneider)	230 Nos		
48	White Board Marker, Snowman/Dollar. (12 Markers per Packet)	400 Packets		
49	Scotch Tape (Deer), 2"	300 Nos		
50	Scotch Tape (Deer), 1"	150 Nos		
51	Duster	200 Nos		
52	Cash Books	30 Nos		

<i>Sr #</i>	<i>Items with Specifications</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
53	Stock Registers. (Urdu/English)	40 Nos		
54	Paper Pin	200 Packets		
55	White Board Marker Ink Bottle (Large)	100 Bottles		
56	Paper for Printing Size: 27" x 34" 80 gm (Local) 500 Sheets per Ream	100 Reams		
57	Envelops for Admission Forms Size: 5" x 11", 70 gm (Imp), White Colour Sample is available	30,000 Nos		

Deputy Director Finance (Purchase)