

UNIVERSITY OF AZAD JAMMU & KASHMIR

Department of Examinations, Admin Block, Chellah Campus,
Muzaffarabad.

Phone No: 05822-960400, Ext: 215 Fax No: 05822-960478

Website: www.ajku.edu.pk



TENDER DOCUMENT

“Purchase of Stationary & Printing”

Tender Opening Date: 08-06-2023

Venue: Admin Block, Chellah Campus, Muzaffarabad

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 Controller of Examinations (Department of Examinations AJK University, Admin Block, Chellah Campus, Room No: 10 after depositing tender fee of Rs. 500/- (non-refundable) in shape of bank challan/ bank draft/pay order in favour of the Director Finance & Planning, University of Azad Jammu & Kashmir, Muzaffarabad

TERMS & CONDITIONS

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- (i) Call Deposit Receipt (CDR) Rs 60000 of total amount of bid (refundable) in favour of the Director Finance & Planning must be attached with the quotation.
- (ii) Firms must have their own setup.
- (iii) All prevailing taxes must be included in the rates as per government rules/rates.
- (iv) Price quoted must be in Pak Rupees. Prices other than Pak Rupees shall not be considered.
- (v) The rates should be quoted on F.O.R. Muzaffarabad Chehla Campus.
- (vi) Rates must be valid for a period of 90 days or till the completion of work, whichever is more.
- (vii) 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.
- (viii) 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.
- (ix) The supplier must have their own setup and experience of networking in reputable organizations.
- (x) Tender must be supported with proof of sales tax and income tax registration certificates.
- (xi) Supplier will be bound to provide sales tax return.
- (xii) 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.
- (xiii) Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
- (xiv) The Purchase Committee reserves the right to accept any tender, **not necessarily the lowest**.
- (xv) In case the tender is not opened according to oprra rules ajk on the scheduled date due to any reason then the same will be opened on the next working day at the same time and place.
- (xvi) In the event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.
- (xvii) Last date for submission of bids is **08-06-2023 (10:30 a.m)**. The bids shall be opened on same day at 11:00 a.m. in the office of the Controller of Examinations, Chellah Campus, UA&K, Mzd.
- (xviii) AJ&K PPRA reserves the right to accept or reject any bid under Rule 33 of AJ&K PPRA Rules, 2017.
- (xix) The quantity may be increase/decrease depending upon the allocated budget.

Payment Schedule:

- a. All payments in Pak Rupees (through crossed cheque) after delivery & checking.
- b. No advance payment will be made.

Deductions/Payment of Taxes:

- a. **General Sales Tax:**
 - (i) 1/5th of the sales tax declared in GST invoice. (Subject to the provision of GST Return)
 - (ii) 17 % of Gross Amount or as per prevailing Government rules. (If GST invoice not provided)
- b. **Income Tax:**
 - As per prevailing government rules/rates.


Printing Items

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Sr #	Items with Specifications	Quantity	Unit Price	Total Price
1.	Answer sheets for Sessional/Terminal 10 Pages weight 68 gram Paper quality (PQB) Size (8½, 12½) as per sample.	200000/-		
2.	Continuation sheets 04 Pages weight 68 gram Paper quality (PQB) Size (8½, 12½) as per sample.	100000/-		
3	Degree Envelops (Block Card), Single Colour (11*14) 300grams As per Sample.	15000/-		
4	Envelopes for Question Paper with Cloth Outer 39*30cm as per Sample	10000/-		
5	Envelopes for Question Paper Inner 33*28cm as per Sample	10000/-		

Stationary Items

Sr #	Items with Specifications	Quantity	Unit Price	Total Price
1	A4 Size ink/double A 90 Gram	500/-		
2	Legal Size ink/double A 90 Gram	500/-		


Assistant Controller Exams Accounts/
Secretary Purchase Committee

NO. 422 / Accounts / Exams / 2023
Dated 22-5-2023