

UNIVERSITY OF AZAD JAMMU & KASHMIR MUZAFFARABAD



TENDER DOCUMENT

for

PRINTING OF EXAMINATIONS MATERIAL AND PURCHASE OF STATIONARY ITEMS

Tender Opening Date
Monday, 05-05-2025
At 2:00PM

*Department of Examinations, University of Azad Jammu & Kashmir, Admin Block,
Chellah Campus, Muzaffarabad, Phone: 05822-960400*

TERMS & CONDITIONS

1. Call Deposit Receipt (refundable) *Rs.1,80,000/-* (one Hundred and Eighty Thousands) for printing of answer sheet and *Rs. 35,000/-* (Thirty Five Thousand) for stationary items in favor of the Director Finance & Planning must be attached with the quotation/tender.
2. Firms must have their own setup.
3. All prevailing taxes must be included in the rates as per government rules/rates
4. Price quoted must be in Pak Rupees. Prices other than Pak Rupees shall not be considered.
5. The rates should be quoted on F.O.R. Muzaffarabad basis
6. Rates/Quotation must be valid for a period of atleast 90 days
7. CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the tender has been opened.
8. Prior to issuance of the supply order the Purchase Committee shall visit the firm to examine the setup/worth of the firm in the market. However, those firms who have already supplied Printing Material/Stationary to the University of Azad Jammu & Kashmir will not be visited
9. Tender must be supported with proof of Sales Tax and Income Tax registration certificates.
10. 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.
11. Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
12. The Purchase Committee reserves the right to reject the quotation(s) as per law (AJK PPRA).
13. In case the tender is not opened 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.
14. In the event of any dispute, the matters will be settled as per law.
15. The black listed Firms / Companies /Suppliers/ Distributors/ Contractors/ Bidders are prohibited for participation in the tender and all the bidders shall furnish an affidavit/Certificate that the firm is neither black listed nor in conflict with the Government anywhere in the territory of the State of Jammu & Kashmir, Federally Administered Area or Islamic Republic of Pakistan
16. Evaluation Report /Award of Contract shall also be displayed at AJKPPRA Website
17. Last date for submission of bids is **Monday, 5th of May 2025 (12.00 Noon)**, which shall be opened on same day at 02.00 p.m in the office of the Controller of Examinations / Meetings Room, Admin Block, Chellah Campus, Muzaffarabad
18. **There shall be item wise Comparison of prices in the Comparative Statement. Supply Order(s) shall be issued to Item Wise lowest bidder(s)**

Payment Schedule:

- (a) All payments in Pak Rupees (through crossed cheque) after complete delivery & Inspection report of technical/purchase committee.
- (b) There may be Partial Payment, in case of non-availability of funds.
- (c) No advance payment will be made.

Deductions/Payment of Taxes:

- (a) General Sales Tax: As per rule.
- (b) Income Tax: As per rules (Firms which are not active on AJK Active Taxpayer List (ATL) will be considered as non-filer)
- (c) Tajweed-UI-Quran Trust (T.Q.T) @ Rs. 5/- per thousand.
- (d) Education Cess (EC) @ Rs. 10% of income tax.
- (e) Kashmir Liberation Cess (KLC) @ Rs. 1/- per thousand.
- (f) Stamp Duty (SD) @ 0.25% of total amount.
- (g) Any other Tax Imposed by the Government

Note:

- (I) Multiple rates shall not be accepted
- (II) Successful bidder shall be responsible to provide the samples of Answer Sheets and stationary items within three days after opening of tenders/quotations in the Office of the Controller of Examinations for approval /inspection of the committee
- (III) Supply order shall be issued after approval of the samples. In case samples provided are not in accordance with the university samples, no supply order will be issued to the firm and his CDR will be confiscated and second lowest firm shall be considered for issuance of supply order.
- (IV) Contract Agreement signed by the class first magistrate for printing material will be signed between the successful bidder and the University of AJ&K. Stamp Paper will be provided by the firm.
- (V) Once the tender opened, the successful bidder will be bound to provide the Answer Sheets/Stationary Items within period mentioned in the Supply Order. In this regard no extension will be provided and no excuse will be entertained what so ever. CDR will be confiscated if firm failed to supply the Answer Sheets within stipulated time.

**Deputy Controller of Examinations (Result) (IT) /
Secretary Purchase Committee
05822-960400**

Examination Materials (Answer Sheets)

Sr. #	Items with Specifications	Quantity	Unit Price	Total Price
01	Answer Sheet for Terminal Examinations No of Pages Per Sheet: 24 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample with Serial Numbers	50,000		
02	Answer Sheet for Terminal Examinations No of Pages Per Sheet: 16 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample with Serial Numbers	3,00,000		
03	Continuation Sheet for Sessional/Terminal Examinations No of Pages Per Sheet: 04 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample with Serial Numbers	2,50,000		
04	Answer Sheet for Mid Term Terminal Examinations No of Pages Per Sheet: 12 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample with Serial Numbers	2,50,000		
05	Envelope (khaki) (one sided printed) Size 17 inch (including 2 inch folding) x 12 inch (Internal Size 15x12) Internally properly pasted gauze of fine Malmal of First quality Additional paper pasted on entire reverse side Printing as per Sample Paper Quality : 120 grams (as per sample) Printing and Format: As per Sample	50,000		
06	Envelope (khaki) (2-sided printed) Size 17 inch (including 2 inch folding) x 12 inch (Internal Size 15x12) Internally pasted gauze Cloth in smooth manner Additional paper pasted on reverse Printing as per Sample Paper Quality : 100 grams (as per sample) Printing and Format: As per Sample	5,000		
07	Envelope (khaki) (2-sided printed) Size 17 inch (including 2 inch folding) x 11 inch (Internal Size 15x11) Additional paper pasted on reverse Printing as per Sample Paper Quality : 90 grams Golden Craft Imported (as per sample) Printing and Format: As per Sample	5,000		

Secretary Purchase Committee

Stationery Items

Sr. #	Items with Specifications	Quantity	Unit Price	Total Price
01	Paper (Legal Size) 80gm/ m² with 500 Sheets per packing (AA Brand Imported)	600 Reams		
02	Paper, (A4/Letter Size) Imported 80gm with 500 Sheets per packing (AA Brand Imported)	500 Reams		

Secretary Purchase Committee