

Sr.#	Items with Specifications	Quantity Purchased	Available stock
1	Ball Point (Plano Crystal Gel) Blue: 70, Black: 20, Red: 10	100 Packets	
2	Uni Ball Point (Signo) Blue: 13, Black: 5, Red: 02	30 Packets	
3	Dollar Pointer Blue: 13, Black: 5, Red: 02	30 Packets	
4	Pencil fluid (uni)	5 dozen	
5	Lead Pencil (Goldfish)	05 dozen	
6	Stamp Pad	10	
7	Sharpeners (Dux or Eqv)	02 Dozens	
8	Eraser	01 Dozens	
9	Register Single Line 50 no.	1 dozen	
10	Register Single Line (White Page) 300 Pages	30	
11	Register Single Line (White Page) 150 Pages	30	
12	Dispatch Register 300 Pages	50	
13	Received Register 300 Pages	50	
14	Envelops 5 x 11 (75 gm Imported), White As per sample	500	
15	Envelops Legal Size, Golden As per sample	1000	
16	Envelops A4 Size, (75 gm Imported) White As per sample	1000	
17	adx Glue, 50ml	20	
18	Glue Stick, UHU 21g	50	
19	Tags (Small) As per Sample	50 Bundles	
20	Tags (Large) As per Sample	30 Bundles	
21	Photostat Paper, (Legal), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	300 Rims	
22	Photostat Paper, (A-4), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	300 Rims	
23	Noting Paper(Legal) Butterfly (400 Sheets per Ream)	50 Rims	
24	Colour Paper, A4	05 Packets	
25	File Cover Plastic Legal Size	01 Dozens	
26	File Cover Plastic A4 Size	01 Dozens	
27	Flags (1"x 2")	50 Packets	
28	VIP File Folder (Four Flapper)	05	
29	File flapper (four flapper)	05	
30	Binding Tape 2"	50	
31	Scotch Tape 2" (Deer)	10	

33	Stapler Pin (Dollar)	100 Packets	
34	Highlighter (Stablo Boss/Snowman/Schneider) Yellow: 40, Pink: 10	50	
35	Attendance Register (Large)	15	

TERMS & CONDITIONS

- (i) Call Deposit Receipt (refundable Rs. 30000/- (Stationery) 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 basis.
- (vi) Rates/Quotation must be valid for a period of 90 days.
- (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 opened.
- (viii) Tender must be supported with proof of sales tax and income tax registration certificates.
- (ix) 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.
- (x) Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
- (xi) The Purchase Committee reserves the right to reject the quotation(s) as per law (AJK PPRA).
- (xii) 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.
- (xiii) In the event of any dispute, the matters will be settled as per law.
- (xiv) Last date for submission of bids is 26-03-2025 (11:00 a.m). The bids shall be opened on same day at 12:00 a.m. in the office of the Director Finance & Planning, Admin Block, Chehla Campus, Muzaffarabad.

Payment Schedule:

- a. All payments in Pak Rupees (through crossed cheque) after complete delivery
- b. 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.