

TERMS & CONDITIONS

- (i) Call Deposit Receipt (refundable) @ Rs.100,000/- (Tyres) and Rs. 60,000/- (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) 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) Tender must be supported with proof of sales tax and income tax registration certificates.
- (x) 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.
- (xi) Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
- (xii) The Purchase Committee reserves the right to reject the quotation(s) as per law (AJK PPRA).
- (xiii) 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.
- (xiv) In the event of any dispute, the matters will be settled as per law.
- (xv) Last date for submission of bids is **14-12-2023 (10:00 a.m)**. The bids shall be opened on same day at **11:00 a.m.** in the office of the Director Finance & Planning, Admin Block, King Abdullah Campus, Chattar Kallas.

Payment Schedule:

- a. All payments in Pak Rupees (through crossed cheque) after complete delivery & inspection report of technical committee.
- 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.**

OFFICE STATIONERY

Sr #	Items with Specifications	Quantity	Unit Price	Total Price
1	Ball Point (Piano Crystal Gel)	100 Packets		
2	Uni Ball Point (Signo)	20 Packets		
3	Dollar Pointer	20 Packets		
4	White Board Marker (Dollar)	10 Packets		
5	Marker (90 No)	10 Packets		
6	Pencil Fluid (Uni)	03 Dozens		
7	Lead Pencil (Goldfish)	10 Packets		
8	Stamp Pad	15 Nos		
9	Sharpeners (Dux or Eqv)	02 Dozens		
10	Eraser	02 Dozens		
11	Register Single Line (White Page) 300 Pages	30 Nos		
12	Register Single Line (White Page) 150 Pages	30 Nos		
13	Dispatch Register 300 Pages	50 Nos		
14	Received Register 300 Pages	50 Nos		
15	Envelops 5 x 11 (75 gm Imported), White	15,000 Nos		
16	Envelops Legal Size, Golden	5000 Nos		
17	Envelops A4 Size , (75 gm Imported) White	1000 Nos		
18	File Board	100 Nos		
19	adx Glue , 50ml	25 Nos		
20	Glue Stick , UHU 21g	25 Nos		
21	Stapler Machine (Medium Size)	10 Nos		
22	Tags (Small) As per Sample	100 Bundles		
23	Tags (Large) As per Sample	50 Bundles		
24	Photostat Paper, (Legal), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	200 Reams		
25	Photostat Paper, (A-4), (Double A) 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	200 Reams		
26	Noting Paper (Legal) Butterfly (400 Sheets per Ream)	30 Reams		
27	Colour Paper, A4	05 Packets		
28	File Cover Plastic Legal Size	05 Dozens		
29	File Cover Plastic A4 Size	02 Dozens		

Sr #	Items with Specifications	Quantity	Unit Price	Total Price
30	Transparent Sheet A4	02 Packets		
31	Transparent Sheet Legal	03 Packets		
32	Poker	15 Nos		
33	Flags (1"x 2")	25 Packets		
34	Calculator	10 Nos		
35	VIP File Folder (Four Flapper)	05 Nos		
36	File Flapper Four Flapper	05 Dozens		
37	Binding Tape 2"	30 Nos		
38	Scotch Tape 2" (Deer)	10 Nos		
39	Scotch Tape 1" (Deer)	10 Nos		
40	Table Set (Wooden) VIP	03 Sets		
41	Table Set (Marble)	05 Sets		
42	Dust Bin Large Size	15 Nos		
43	Stapler Pin (Dollar)	100 Packets		
44	Table Diary 2024 (Fine)	30 Nos		
45	Ink Remover Pencil	01 Packet		
46	Paper Cutter	15 Nos		
47	Highlighter (Stablo Boss/Snowman/Schneider)	100 Nos		
48	Writing Pad (Small)	50 Nos		
49	Ruler (Steel)	24 Nos		
50	Safety Scissors	10 Nos		
51	Table Bell	05 Nos		
52	Attendance Register (Large)	15 Nos		
53	Stapler Pin Remover	15 Nos		
54	Tempo Marker	05 Packets		

Note:

- i. Multiple rates should not be accepted. Quote rate for one brand only. Mention the brand name very clearly.
- ii. Only authorized dealers are allowed to participate. Proof of dealership must be attached with the quotation.
- iii. Comparison will be made on total amount. Successful bidder should provide the samples of the tyres within seven days at University Premises. Supply order will be issued after approval of the samples. In case samples are rejected, University will not responsible for any kind of payment.
- iv. Contract Agreement 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 Tyres within 30 days after issuance of 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 provide the Tyres within stipulated time. Moreover, partial delivery will also not be accepted.

<i>TYRES FOR VEHICLES</i>				
<i>Sr #</i>	<i>Items with Specifications</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Price</i>
1	<u>BIRLA INDIA, CEAT, MRF, LONGWAY, BRIDGESTONE INDONESIA OR EQV</u> Size: 900-20 (with Tube Langoti)	24 Nos		
2	<u>BIRLA INDIA, CEAT, MRF, LONGWAY, BRIDGESTONE INDONESIA OR EQV</u> Size: 7-50-16 (with Tube Langoti)	24 Nos		
3	<u>BRIDGESTONE INDONESIA, MICHELIN, DUNLOP, LONGWAY OR EQV</u> Size: 165-70-12	08 Nos		
4	<u>BRIDGESTONE INDONESIA, MICHELIN, DUNLOP, LONGWAY OR EQV</u> Size: 165-R14	08 Nos		
<i>TOTAL AMOUNT</i>				

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