

Document Fee: Rs.2,000/-



The Women University of Azad Jammu & Kashmir Bagh

Admin Block, Bagh Azad Kashmir.

TENDER DOCUMENT

For
The Purchase of

Photostat Machine

Venue: Office of the Treasurer, Women University of Azad Jammu & Kashmir, Bagh

Phone No: 05823-960032

Website: www.wuajk.edu.pk

TERMS AND CONDITIONS FOR SUPPLY OF ITEM (S)

- **Note:- Please read all the terms and conditions carefully before preparing Quotations.**
- Call Deposit Receipt (CDR) @ 2% of total amount of bid (refundable) in favour of the Treasurer Women University of Azad Jammu and Kashmir Bagh must be attached with the quotation/offer.
- **The Purchase Committee reserves the right to increase/decrease the quantity.**
- **Reconditioned or used machines will not be acceptable in any case.**
- Only Sales Tax and Income Tax registered firms can participate in bidding process.
- All prevailing taxes must be included in the rates as per government rules.
- All required documents must be provided at the time of submission of quotation.
- The rates should be quoted on F.O.R. Bagh basis.
- **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.
- 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.
- **Bids received after due date and which are not properly sealed will be rejected.**
- Detailed specifications are given in this tender document. Firms are asked to quote the prices according to the specifications.
- Tender must be supported with proof of sales tax and income tax registration certificates.
- 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
- Incomplete and conditional tenders will be rejected. The name of bidder must be clearly marked on the envelop.
- 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.
- Further personal canvassing or recommendation or unauthorized practices for getting the contract will also disqualify the bidders.
- **Last date for submission of bids is 05th March, 2018 (Monday) at 11:00 a.m.** The bids shall be opened in the presence of the bidders or their authorized representatives, if any, on same day at 11:30 a.m. in office of the Treasurer , Women University of Azad Jammu and Kashmir Bagh
- **Payment Schedule:**
 - All payments in Pak Rupees (through crossed cheque) after delivery & verification of quality.
 - All government/Local Taxes will be deducted at the time of payment under rules
 - **Warranty:** One year complete warranty or as per manufacturer policy, whichever is higher. An amount equal to 10% of total amount of the bill shall be retained by the University as a security deposit for the period of 06 months.
 - Payment will be made on receipt, inspection, acceptance of stores in accordance with the ordered specification.

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S.No	Item	Specifications	Quantity
01	Photostat Machine	Printing Process: Single Laser Beam Scanning & Electro photographic Printing Toner Type: Dry, Dual Component Toner Recycling Technology Output Speed Copy/Print: 30 ppm First Page Out Time: 4.6 Seconds Warm-Up Time: Less than 24 seconds Recovery Time From Sleep Mode: 7.9 seconds Resolution: 600 x 600 dpi System Memory: 2 GB RAM + 320 GB HDD (Shared) Maximum Copy Quantity: Up to 999 Document Feeder Original Size: 5.5" x 8.5" - 11" x 17" (A5 - A3) Document Feeder Capacity: ARDF: 100 sheets, SPDF: 220 sheets Zoom Range: 25% to 400% in 1% increments Maximum Original Size: Up to 11" x 17" Supported Paper Sizes: Tray 1 & 2: 5.5" x 8.5" - 11" x 17" (A6 - A3) Bypass Tray: 5.5" x 8.5" - 12" x 18" (A6 - A3) Supported Paper Weights: Tray 1 & 2: 16 - 80 lb. Bond (60 - 300 g/m ²) Bypass: 14 - 80 lb. Bond (52 - 300 g/m ²) Duplex: 14 - 68 lb. Bond (52 - 256 g/m ²) Standard Paper Capacity: 1,200 sheets (550 sheets x 2 trays, and 100-Sheet Bypass Tray)	04



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