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## **Women University of Azad Jammu & Kashmir Bagh**

***TENDER DOCUMENT***

For  
The Purchase of

**Stationery & Consumables Items (Cleaning & Sweeping  
Material)**

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

**Phone No:** 05823-960049

**Mobile No:** 0300-8354903

**Website:** [www.wuajk.edu.pk](http://www.wuajk.edu.pk)  
**No:** Wub/Fin/Exp/2090/2018

**Date:** 10-09-2018

**TERMS AND CONDITIONS FOR SUPPLY OF ITEM (S)**  
**TERMS & CONDITIONS**

**Note:- Please read all the terms and conditions carefully before preparing Quotations.**

- 1) 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 which will be released after 30<sup>th</sup> June 2019.
- 2) **The Purchase Committee reserves the right to increase/decrease the quantity.**
- 3) All prevailing taxes must be included in the rates as per government rules.
- 4) All required documents must be provided at the time of submission of quotation.
- 5) The rates should be quoted on F.O.R. Bagh basis.
- 6) **These rates will be valid for the period of whole year up to 30-06-2019 and the selected suppliers have to supply each purchase order of required items on approved rates during financial year.**
- 7) Bidders are required to clearly mention unit rate, Kilo Grams, Litters, Grams and numbers or any standard unit.
- 8) **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
- 9) 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.
- 10) **Bids received after due date and which are not properly sealed will be rejected.**
- 11) Detailed specifications are given in the tender document. Firms are asked to quote the prices according to the specifications.
- 12) Tender must be supported with proof of sales tax and income tax registration certificates.
- 13) **Supplier will be bound to provide sales tax return; otherwise, whole GST will be deducted from the claim. Payments will remain pending till the provision of GST return, in this regard no justification will be entertained.**
- 14) 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
- 15) Incomplete and conditional tenders will be rejected. The name of bidder must be clearly marked on the envelop.
- 16) 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.
- 17) Further personal canvassing or recommendation or unauthorized practices for getting the contract will also disqualify the bidders.
- 18) **Last date for submission of bids is 27th September, 2018 (Thursday) 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 Bag**

**19) Payment Schedule:**

- a. All payments in Pak Rupees (through crossed cheque) after delivery & checking.
- b. No advance payment will be made. Payments will be released subject to the clearance of accounts and audit sections.

**20)** This tender is only an invitation to offer and the Purchase Committee does not bind itself to accept any tender and reserves the right to accept or reject any/all the bids without assigning any reason(s).

**21) Bids must be provided according to below Sequence and format on bidder's letterhead.**

**22) Every bidder has to give the rates of all items mentioned in tender document.**

**STATIONERY ITEMS**

S.No	Items with Specifications	Quantity	Unit Price	Total Price
01	<b>Office Pen Holder</b> (fine quality)	25 sets		
02	<b>Ball Point</b> (10 in each packet, dollar, Clipper/piano crystal)	100 Packets		
03	<b>Lead Pencil</b> (12 in each packet, Goldfish)	60 Packets		
04	<b>Sharpeners</b> (Dux)	100 Nos.		
05	<b>Eraser</b>	100 Nos.		
06	<b>Register Single Line (white page)</b> 300 Pages	25 Nos.		
07	<b>Register Single Line (white page)</b> 150 Pages	35 Nos		
08	<b>Dispatch Register, 300 Pages</b>	35 Nos		
09	<b>Received Register, 300 Pages</b>	35 Nos		
10	<b>Stapler Machine ,Medium Size</b>	25 Nos		
11	<b>Poker</b>	12 Nos		
12	<b>Stapler Pin, Dollar</b>	200 Packets		
13	<b>Paper Cutter Steel</b> (large)	30 Nos		
14	<b>Pin Cushions</b> (best Quality)	24 Nos		
15	<b>Tags</b> (small 6" )	50 Bundles		
16	<b>Tags</b> (Medium 8")	50 Bundles		
17	<b>Tags</b> (Large 12")	50 Bundles		
18	<b>Uni Ball Eye (black ,blue, red, Green),12 in each packet</b>	30 Packets		
19	<b>Glue Stick.</b> (UHU 21g)	150 Nos		
20	<b>Table Set (Wooden) 09 Piece or more</b>	24 Nos		
21	<b>Photostat Paper, (Legal), 70gm,500 Sheets</b>	200 Reams		
22	<b>Photostat Paper, (A4), 70gm,500 Sheets VRG. Imported Indonesia</b>	300 Reams		
23	<b>Noting Paper , (Legal), Butterfly Fine Quality</b>	24 Reams		

24	<b>Permanent Marker 90 Nos,</b> (snowman/dollar) 12 markers per packet	10 Packets		
25	<b>File Cover Plastic (Legal Size)</b>	10 Nos		
26	<b>Ruler Steel 12"</b>	36 Nos.		
27	<b>Stamp Pad (Dollar)</b>	12 Nos		
28	<b>Pencil Fluid</b>	100 Nos		
29	<b>Safety Scissors</b>	15 Nos		
30	<b>Attendance Register( Large Size)</b>	40 Nos		
31	<b>Ink for Pen,(30 ML), Black/blue</b>	20 Bottles		
32	<b>Stamp Pad Ink (15ML), Black/blue</b>	24 Bottles		
33	<b>Paper Cliper</b>	36 Packets		
34	<b>Post it Flags (Standard Size)</b>	20 Packets		
35	<b>Calculator, (casio DJ-220 Or Equivalent)</b>	30 Nos		
36	<b>Fluid+Thinner, (Pelikan)</b>	20 Sets		
37	<b>Tempo Marker (Dollar) (12 Markers per Packet)</b>	30 Packets		
38	<b>VIP File Folde(Four Flapper)</b>	20 Nos		
39	<b>Glue Bottle, (Dollar 1000 ML)</b>	15 Nos		
40	<b>Binding Tape, 2"</b>	100 Nos		
41	<b>Stapler Pin Remover</b>	24 Nos		
42	<b>Highlighter with different colour (Stablo Boss/Snowman/Schneider)</b>	150 Nos		
43	<b>White Board Marker, Blue/Black (Snowman/Dollar), 12 Marker per packet</b>	100 Packets		
44	<b>Scotch Tape (Deer), 2"</b>	100 Nos		
45	<b>Scotch Tape (Deer), 1"</b>	150 Nos		
46	<b>Duster for white board</b>	200 Nos		
47	<b>Stapler Machine (Heavy Duty) Nichico staples of 23/8-23/24</b>	06 Nos		
48	<b>Punch Machine (Heavy Duty) OPAL</b>	06 Nos		
49	<b>Table Tray ( black Metal 2 tier letter tray)</b>	24 Nos		
50	<b>Stock Register,(Urdu/English) 400 Pages</b>	40 Nos		
52	<b>Paper Pin</b>	40 Packets		
53	<b>White board marker Ink bottle (15 ML)</b>	100 Bottles		
54	<b>Colour Paper A4, 80gm(Red, Green, Pink, Orange, Blue etc.)</b>	1000 Papers		
55	<b>Binder Clip 1"</b>	20 Box		
56	<b>Binder Clip 2"</b>	20 Box		
57	<b>Spiral for binding (32 mm)</b>	05 Nos		
58	<b>Binder paper (A4)</b>	10 Reams		
59	<b>Binder paper (Legal)</b>	05 Reams		
60	<b>Book Binding Tape 3"</b>	05 Nos		
61	<b>Box File, Legal Size, 4" (Imported Office Master)</b>	200 Nos		
62	<b>Stick Notes, 2"x2" (12 in each packet)</b>	30 Packets		

63	<b>Stick Notes, 2"x3"</b> (12 in each packet)	30 packets		
64	<b>Stick Notes, 3"x3"</b> (12 in each packet)	100 packets		
65	<b>Stick Notes, 3"x4"</b> (12 in each packet)	10 Packets		
66	<b>Drafting Pad (8"x10")</b> of 100 pages	50 Nos		
67	<b>Drafting Pad (5"x06")</b> of 50 pages	100 Nos		
68	<b>Drawing Pin</b>	30 Packets		
69	<b>Paper A4, 80gm,</b> (500 Sheets	200 Reams		
70	<b>Paper A5,80gm</b> ,500 Sheets	10 Reams		
71	<b>Paper A4 90gm</b> ,(500 sheets)	10 Reams		
72	<b>Paper Legal 90gm</b> ( 500 sheets)	10 Reams		
73	<b>Paper Legal 80gm</b> (500 sheets)	100 Reams		
74	<b>Pointer, Dollar</b> (Red, Black, Blue,) 12 in each packet	100 Packets		
75	<b>Punch Machine</b> (Double Punch) OPAL 600P or Equivalent	15 Nos		
76	<b>Punch Machine</b> (Single Punch) OPAL	24 Nos		
77	<b>Separators Plastic (A4)</b> 10 each Packet	10 Packets		
78	<b>Uni-ball Signo 0.7mm</b> (Blue,Black,Green,Red) 12 in each packet	50 Packets		
79	<b>Spiral Binding Machine (Deli or Equivalent)</b>	01 NO		
80	<b>Spiral for binding</b> (16 mm)	05 Nos		
81	<b>Binding Sheets A4 (Cross line) 0.18 mm thickness</b>	100 Packets		
82	<b>Noting Paper , (A4),</b> Butterfly Fine Quality	10 Reams		
83	<b>Masking Tape</b>	48 Nos		
84	<b>Paper Separator Plastic(Set of 10 separator Multicolour) Size A4</b>	200 Sets		
85	<b>Paper Separator Plastic(Set of 05 separator Multicolour) Size A4</b>	100 Sets		

**CONSUMABLES ITEMS (CLEANING & SWEEPING MATERIAL)**

S.N	Items	Specifications	Qty	Unit Rate	Amount
1.	Sweep	Sweet Smell or equivalent (1 liter bottles)	50 Nos.		
2.	Phenyl	Sweet Smell equivalent (1 liter bottles)	100 Nos.		
3.	Sulphuric Acid	500 Gram	100 Nos.		
4.	Soap	Lux or equivalent (100 Gram)	300 Bar.		
5.	Dustbin	Large	20 Nos.		
6.	Dustbin	small	30 Nos.		
7.	Brush Toilet	Pak 1 /Master or equivalent	30 Nos.		
8.	Brush Round	with Large Stick	30 Nos.		
9.	Brush Cleaning	Master/ Rolex or equivalent	05 Nos.		
10.	Toilet Roll tissue	-	20 Roll.		
11.	Tissue	Rose Petal POP-UP (150x2 PLY) OR equivalent	100 Nos.		
12.	Surf (½ kg pkt)	Surf Excel (½ kg pkt) Or equivalent	50 Packets		
13.	Lota Plastic	-	20 Nos.		
14.	Vim Powder	200 Gram	30 Nos.		
15.	Wall Cleaning brush	Master/Rolex Or equivalent	05 Nos.		
16.	Mug Plastic	Master/Rolex/ Pak1 Or equivalent	20 Nos.		
17.	Wiper Small	Diamond or equivalent	10 Nos.		
18.	Wiper Large	Diamond or equivalent	10 Nos.		
19.	Mop	1 Kg with rod	30 Nos.		
20.	Broom	Coconut(Large Size)	50 Nos.		

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