

**Tender Fee: Rs.1,000/-**



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

**Admin Block, Bagh Azad Kashmir.**

***TENDER DOCUMENT***

For  
The Purchase/Printing of

**Furniture Fixture, IT Equipments, Plant  
and Machinery, Electric & Electronics  
Appliances, Tyres etc.**

**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)

(Office of The Treasurer)

**INVITATION TO BID**

Women University of Azad Jammu and Kashmir Bagh, a public sector university invites sealed bids from the *original manufacturers / authorized distributors / suppliers/Contractors etc.* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List for supply of *Furniture & Fixture, Plant and Machinery (Generators), IT Equipment, Electronic & Electric Appliances, Tyres etc.*

2. Bidding documents, containing detailed terms and conditions, etc. are available *at the office of the Assistant Director Finance.* Price of the bidding documents is Rs. ,000/-

3.The bids, prepared in accordance with the instructions in the bidding documents, must reach at *the office of the Assistant Director Finance Women University of Azad Jammu and Kasmhir Bagh* on or before *January 02,2019* at *11:00 Hours.* Bids will be opened the same day at *11:30 Hours.*

(Naeem Asghar)

Secretary Central Purchase Committee,

Women University of AJ&K Bagh

## (Office of The Treasurer)

TERMS AND CONDITIONS FOR SUPPLY OF ITEM (S)

**NOTE: - Bidders should read these terms & conditions very carefully and comply strictly while sending their bids. Afterwards no excuse /justification will be accepted /entertained.**

- 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 bids shall not be considered without earnest money & tender document fee.**
- **The University reserves the right to increase/decrease the quantity and delete any item in list.**
- **Firms are not registered with Income Tax and Sales Tax department and are not on active tax payer list (ATL) will be rejected at initial stage.**
- **Attach income tax and sales tax registration certificate and also attached ATL List.**
- 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.
- **Reconditioned Items will not be acceptable in any case.**
- 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.
- Bidders are required to clearly mention unit rate, Kilo Grams, Liters, Grams and numbers or any standard unit.
- Rates shall be written very clearly and there should not be errors and /or over-writing. Corrections, if any, should be made clearly and initiated with a signature, who is signing the tender.
- Bidders should note that if taxes or duties etc. alter or levied by the Government during the contract it would be the responsibility supplier.
- 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.
- The machinery and equipment shall be securely boxed and protected from mechanical damage, moisture etc, suitable for both storage and transit according to the nature of the items.
- The firm supplying the items/equipment /machinery will and demonstrate the operation /working of the equipment to the satisfaction of the quarter concerned and provide if needed. No extra charges will be paid
- Installation of any item will be responsibility of the supplier.
- Incomplete and conditional tenders will be rejected.
- Tender must be enclosed in a proper sealed **“bigger envelop”** and name of the bidder clearly marked at envelop.
- The supplier/contractor will be bound to abide by all rules & regulation /instructions /directions mentioned in the supply order.

(Office of The Treasurer)

- In the event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.
- 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.
- Bids received after due date and which are not properly sealed will be rejected and returned unopened to the bidder.
- If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
- **Validity period** of the bids shall be 90 days.
- In case of any dispute between the two parties of any matter arising, the case shall be referred to Vice Chancellor, WUAJ&K Bagh whose decision shall be final and binding on both parties.
- **Last date for submission of bids is 02<sup>nd</sup> January, 2019 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 for Furniture, Plant & Machinery, Electronics & Electric Appliances and IT Equipment etc.** : 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 provided by the supplier in shape of Pay Order to 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.

**Note: - This tender is only an invitation to offer and the University does not bind itself to accept any tender and reserve the right to accept or reject any/all the bids without assigning reason(s).**

## (Office of The Treasurer)

**Furniture & Fixture**

Bidders shall be bound to provide the samples of required items. The purchase committee may examine the quality of the samples and after the approval of the samples supply order will be issued.

S.No	Item	Specifications	Quantity
01	<b>Executive Revolving Chair</b>	<ul style="list-style-type: none"> <li>➤ Adjustable Revolving Chair</li> <li>High Back</li> <li>Front Height 14"</li> <li>Seat Size 20" x18"</li> <li>Best Quality five star form and later</li> <li>Adjustable Revolving and Hydraulic machine and</li> <li>Taiwan original base PU black</li> <li>Complete in all respect</li> </ul>	<b>10 Nos.</b>
03	<b>Executive Office Table With side rack</b>	<ul style="list-style-type: none"> <li>• Office Table Size:(L 04' )*( W 2' &amp; 8" )*( H 2' and 5") with standard side rack</li> <li>• Drawer: 3 at right side (14"*6")</li> <li>• Standard Side rack &amp; Centre</li> <li>• of Table leatherier</li> <li>• Wooden Portion: Solid Seasoned sheesham, polished and best quality lacquer, Complete in all respects</li> </ul>	10 Nos.
04	<b>Center Table (1 Piece)</b>	<ul style="list-style-type: none"> <li>• Structure Wooden with solid</li> <li>• seasoned sheesham wood</li> <li>• 2"x2" top tempered glass</li> <li>• 8mm, standard size height and length, Polished with Best Quality Lacquer, Complete in all respects</li> </ul>	10 Nos.
05	<b>Revolving Chair</b>	<ul style="list-style-type: none"> <li>• Low Back"</li> <li>• Front Height 14"</li> <li>• Seat Size 20"x18"</li> <li>• Standard Seat size with arms</li> <li>• Best Quality molty form and leather</li> <li>• Adjustable Revolving Hydraulic Machine and Taiwan original base</li> </ul>	20 Nos.
06	<b>Steel Almirah</b>	<ul style="list-style-type: none"> <li>• Size 6x3x1.5</li> <li>• Gauge 22 swg</li> <li>• With 4 boxes of size 18"</li> <li>• Dual Lock</li> </ul>	20 Nos.
07	<b>File Cabinet</b>	<ul style="list-style-type: none"> <li>• Size (H 5.5') x (W1.5') x (L 2' )(HxLxW)</li> <li>• Centrally Lockable</li> <li>• 22 swg steel</li> <li>• With silver colour deco paint</li> </ul>	20 Nos.

(Office of The Treasurer)

08	File Rack	<ul style="list-style-type: none"> <li>Size 6'x4'x1' (HxLxW) MDF Printed lasani ¾" front frame will be beach wood and base is also wooden polished and best quality lacquer</li> </ul>	05 Nos.
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### IT Equipment

01	Desktop Computer With LED	<p><b>HP/Dell or Equivalent</b>  <b>Note:- Mention the brand name and model very Clearly</b></p> <ul style="list-style-type: none"> <li>Equivalent</li> <li>Intel core i3, 4<sup>th</sup> generation</li> <li>RAM 04 GB</li> <li>HD 500 GB</li> <li>DVD/RW</li> <li>Keyboard</li> <li>Mouse</li> <li>LED : 18.5"</li> <li>Operation System: Windows 8 or 10 Licensed</li> </ul> <p><b>OR</b>                  Higher Specification</p>	15 Nos.
02	Laptop	<p><b>HP/Dell or Equivalent</b>  <b>Note:- Mention the brand name and model very Clearly</b></p> <p>Processor: intel core i5 (7<sup>th</sup> Generation)                  Hard Disk: 1TB, RAM:04GB                  Display: 15.6"                  OS: Windows 10 Licensed</p> <p><b>OR</b>                  Higher Specification</p>	05 Nos.
03	Printer 4 in One	<p><b>HP or Equivalent</b>  <b>Mention the brand name and model very Clearly</b></p> <p>Print,copy,scan,fax,wireless                  Print speed: upto 30 ppm (black)                  Auto duplex printing ; 250-sheets input tray , 35b sheets ADF , NFC touch-to-Print                  Wirelss: built in WiFi 802.11 b/g/n</p> <p><b>OR</b>                  Higher Specification</p>	05 Nos.

(Office of The Treasurer)

05	USB	<ul style="list-style-type: none"> <li>• High Speed USB 3.0 or Higher</li> <li>• 16 GB</li> </ul>	05 Nos.
06	Multimedia	<p>Panasonic/View sonic or Equivalent Mention the brand name and model very Clearly</p> <ul style="list-style-type: none"> <li>• 3300 Lumens or higher</li> <li>• Wireless USB opt.</li> </ul>	01 Nos.
07	Wireless Router	TP Link WR841N or Equivalent	04 Nos.
08	Switch	D-Link Switch with 08 Ports Or Equivalent	01 Nos.
09	Connector	RJ 45 Connectors 3M Or Equivalent	30 Nos.
10	Cables	CAT-6 Cable 3M/Premium Line Or Equivalent	01 Roll
11	Punching Tools	Punching tools	01 Set

(Office of The Treasurer)

12	<b>Crimping Tools</b>	<b>Crimping Tools</b>	<b>01 Set</b>
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**Electric & Electronic Appliances**

01	<b>Electric kettle</b>	Deuron or Equivalent <ul style="list-style-type: none"> <li>• Cordless Electric Jug 1.2 liter</li> <li>• White</li> </ul>	<b>05 Nos.</b>
02	<b>Electric Heater 1200 Watt</b>	<ul style="list-style-type: none"> <li>• Helogen Heater</li> <li>• 1200 Watt</li> <li>• 03 Helogen Rods</li> </ul>	<b>05 Nos.</b>
03	<b>Electric Heater 800 Watt</b>	<ul style="list-style-type: none"> <li>• Helogen Heater</li> <li>• 800 Watt</li> <li>• 02 Helogen Rods</li> </ul>	<b>10 Nos.</b>
04	<b>Steno set</b>	Panasonic Steno Set of 02 Phones Model KX-TS880 MX Or Equivalent <ul style="list-style-type: none"> <li>• Working without adopter</li> </ul>	<b>04 Nos.</b>
05	<b>Telephone Set</b>	Landline corded Telephone Set <ul style="list-style-type: none"> <li>• CLI Display</li> </ul>	<b>05 Nos.</b>



(Office of The Treasurer)

06	<b>Water Dispensor</b>	<p>Dawlance / Homage/Orient or Equivalent</p> <ul style="list-style-type: none"> <li>• Cold, Hot and Normal</li> <li>• Refrigerator cabinet</li> <li>• Three taps</li> <li>• High efficient compressor</li> </ul>	<b>03 Nos.</b>
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**Tyres for Vehicles**

01	<b>Tyres for Toyota REVO-GO</b>	<p>YOKOHAMA/DUNLOP/ KUMHO/ BRIDGESTONE Or Equivalent</p> <ul style="list-style-type: none"> <li>• 265-65R-17</li> </ul>	<b>04 Nos.</b>
02	<b>Tyres for Suzuki Cultus</b>	<p>YOKOHAMA/DUNLOP/ KUMHO/ BRIDGESTONE Or Equivalent</p> <ul style="list-style-type: none"> <li>• 155-70-13HR</li> </ul>	<b>08 Nos.</b>
03	<b>Tyres for Suzuki Bolan</b>	<p>YOKOHAMA/DUNLOP/ KUMHO/ BRIDGESTONE Or Equivalent</p> <ul style="list-style-type: none"> <li>• 155-70-12R</li> </ul>	<b>04 Nos.</b>

**Plant and Machinery**

S.No	Item	Specifications	Quantity
01	<b>Generator 45 KVA With Canopy</b>	<ul style="list-style-type: none"> <li>• Generator Perkin-UK 45KVA with Canopy (Weather Proof and sound proof) and standard specifications</li> <li>• Unloading</li> <li>• Foundation Pad</li> <li>• Complete Installation</li> <li>• ATS Panel</li> </ul> <p>Or Equivalent Mention the brand name ,make and model very Clearly</p>	<b>01 No.</b>
02	<b>Generator 20 KVA With Canopy</b>	<ul style="list-style-type: none"> <li>• Generator Perkin-UK 20KVA with Canopy (Weather Proof and Sound proof) and standard specifications</li> <li>• Unloading</li> <li>• Foundation Pad</li> <li>• Complete Installation</li> <li>• ATS Panel</li> </ul> <p>Or Equivalent Mention the brand name ,make and model very Clearly</p>	<b>01 No.</b>

(Office of The Treasurer)

03	Generator 13 KVA With Canopy	<ul style="list-style-type: none"> <li>• Generator Perkin-UK 13KVA with Canopy (Weather Proof and Sound proof) and standard specifications</li> <li>• Unloading</li> <li>• Foundation Pad</li> <li>• Complete Installation</li> <li>• ATS Panel</li> </ul> <p style="text-align: center;">Or Equivalent</p> <p>Mention the brand name ,make and model very Clearly</p>	01 NO.
04	Cable	Cable 25mm/04 Core	10 Meter

**Assistant Director Finance**

**Secretary Central Purchase Committee**