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

***TENDER DOCUMENT***

For  
The Purchase of

**Stationery, Tonners & 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)

**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 2020.
- 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 30-06-2020 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) **If bidder fails to provide required samples of stationery items or provided samples are not according to specifications, his bid will not be considered for comparative statement.**
- 9) **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
- 10) 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.
- 11) **Bids received after due date and which are not properly sealed will be rejected.**
- 12) Detailed specifications are given in the tender document. Firms are asked to quote the prices according to the specifications.
- 13) Tender must be supported with proof of sales tax and income tax registration certificates.
- 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 22<sup>nd</sup> October, 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

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.**

**LOT 01...STATIONERY ITEMS** (Bidder must quote rates of all items in Lot 01)

S.No	Items with Specifications	Quantity	Sample Required Yes/No
1	Calculator, Citizen CT9300 Best Quality or Equivalent	24 Nos	Yes
2	Photostat Paper, (Legal), 70gm,500 Sheets ( Paper One or Equivalent)	20 Reams	Yes
3	Photostat Paper, (A4), 70gm,500 Sheets ( Paper One or Equivalent)	200 Reams	Yes
4	Paper A4, 80gm,(500 Sheets) (Paper One or Equivalent)	200 Reams	Yes
5	Paper Legal 80gm (500 sheets) (u Paper One or Equivalent)	50 Reams	Yes
6	Paper Legal 100gm( 500 sheets) imported best quality	10 Reams	Yes
7	Noting Paper , (Legal), Butterfly Fine Quality Or Equivalent	20 Reams	Yes
8	Colour Paper A4, 80gm(Red, Green, Pink, Orange, Blue etc.)	1000 Papers	Yes
9	Binder paper (A4)	02 Reams	Yes
10	Binder paper (Legal)	05 Reams	Yes
11	Paper Separator Plastic(Set of 10 separator Multicolour) Size A4	100 Sets	Yes
12	Paper Separator Plastic(Set of 05 separator Multicolour) Size A4	50 Sets	Yes
13	Spiral for binding (16 mm)	03 Nos	NO
14	Binding Sheets A4 (Cross line) 0.18 mm or above thickness	100 Packets	Yes
15	Noting Paper , (A4), Butterfly Fine Quality Or Equivalent	02 Reams	Yes
16	Separators Plastic (A4) 10 each Packet	01 Packets	Yes
17	Box File, Legal Size, 4" (Imported Office Master Or Equivalent)	200 Nos	Yes

18	<b>Office Pen Holder</b> (fine quality)	15 sets	Yes
19	<b>Ball Point</b> (10 in each packet, dollar, Clipper/piano crystal) blue 20, black 10, Red 20	50 Packets	Yes
20	<b>Lead Pencil</b> (12 in each packet, Goldfish Or Equivalent)	12 Packets	No
21	<b>Sharpeners</b> (Dux Or Equivalent)	40 Nos.	No
22	<b>Eraser</b>	50 Nos.	No
23	<b>Register Single Line (white page)</b> 300 Pages	25 Nos.	NO
24	<b>Register Single Line (white page)</b> 150 Pages	30 Nos	No
25	<b>Dispatch Register</b> , 300 Pages	25 Nos	NO
26	<b>Received Register</b> , 300 Pages	35 Nos	NO
27	<b>Stapler Machine</b> ,Medium Size	25 Nos	No
28	<b>Poker</b>	12 Nos	NO
29	<b>Stapler Pin</b> , Dollar Or Piano	100 Packets	NO
30	<b>Paper Cutter Steel</b> (large)	20 Nos	NO
31	<b>Pin Cushions</b> (best Quality)	10 Nos	NO
32	<b>Tags</b> (small 6" )	20 Bundles	NO
33	<b>Tags</b> (Medium 8")	20 Bundles	NO
34	<b>Uni Ball Eye (black 20 ,blue 30, red 02, Green)</b> ,12 in each packet	52 Packets	NO
35	<b>Glue Stick.</b> (UHU 21g Or Equivalent)	50 Nos	Yes
36	<b>Table Set (Wooden) 09 Piece or more</b>	18 Nos	Yes
37	<b>Permanent Marker 90 Nos,</b> (snowman/dollar) 12 markers per packet	01 Packets	NO
38	<b>File Cover Plastic</b> (Legal Size)	06 Nos	NO
39	<b>Ruler Steel 12"</b>	24 Nos.	NO
40	<b>Stamp Pad</b> (Dollar Or Equivalent)	06 Nos	NO
41	<b>Pencil Fluid</b>	10 Nos	NO
42	<b>Safety Scissors</b>	10 Nos	NO
43	<b>Attendance Register</b> ( Large Size)	06 Nos	NO
44	<b>Ink for Pen</b> ,(30 ML), Black/blue	12 Bottles	NO
45	<b>Stamp Pad Ink</b> (15ML), Black/blue	12 Bottles	NO
46	<b>Paper Cliper</b>	06 Packets	NO
47	<b>Post it Flags</b> (Standard Size)	10 Packets	NO
48	<b>Fluid+Thinner</b> , (Pelikan Or Equivalent)	12 Sets	NO
49	<b>Tempo Marker</b> (Dollar Or Equivalent) (12 Markers per Packet)	05 Packets	NO
50	<b>VIP File Folder</b> (Four Flapper Orion)	20 Nos	Yes
51	<b>File Board (with Ribbon)</b>	200 Nos	Yes
52	<b>Glue Bottle</b> , (Dollar Or Equivalent 1000 ML)	06 Nos	NO
53	<b>Binding Tape, 2"</b>	20 Nos	NO
54	<b>Stapler Pin Remover</b>	12 Nos	NO
55	<b>Highlighter with different colour</b> (Stablo Boss/Snowman/Schneider)	24 Nos	Yes
56	<b>White Board Marker, Blue 35/Black 35</b> (Snowman/Dollar), 12 Marker per packet	70 Packets	Yes

57	<b>Scotch Tape (Deer), 2"</b>	20 Nos	NO
58	<b>Scotch Tape (Deer), 1"</b>	06 Nos	NO
59	<b>Duster for white board</b>	02 Nos	NO
60	<b>Stapler Machine (Heavy Duty)</b> Nichico Or Equivalent staples of 23/8-23/24	02 Nos	NO
61	<b>Punch Machine (Heavy Duty) OPAL</b> Or Equivalent	02 Nos	NO
62	<b>Table Tray ( black Metal 2 tier letter tray)</b>	12 Nos	Yes
63	<b>Stock Register,(Urdu/English) 400 Pages</b>	12 Nos	NO
64	<b>Paper Pin</b>	05 Packets	NO
65	<b>White board marker Ink bottle (15 ML)</b>	50 Bottles	NO
66	<b>Colour Paper A4, 80gm</b> (Red, Green, Pink, Orange, Blue etc.)	1000 Papers	NO
67	<b>Binder Clip 1"</b>	02 Box	NO
68	<b>Binder Clip 2"</b>	10 Box	NO
69	<b>Spiral for binding (32 mm)</b>	02 Nos	NO
70	<b>Book Binding Tape 3"</b>	03 Nos	NO
71	<b>Stick Notes, 2"x2"</b> (12 in each packet)	12 Packets	NO
72	<b>Stick Notes, 2"x3"</b> (12 in each packet)	30 packets	NO
73	<b>Stick Notes, 3"x3"</b> (12 in each packet)	06 packets	NO
74	<b>Stick Notes, 3"x4"</b> (12 in each packet)	06 Packets	NO
75	<b>Drafting Pad (8"x10")</b> of 100 pages	20 Nos	NO
76	<b>Drafting Pad (5"x06")</b> of 50 pages	50 Nos	NO
77	<b>Drawing Pin</b>	20 Packets	NO
78	<b>Pointer, Dollar Or Equivalent (Red 10, Black15, Blue 85,)</b> 12 in each packet	100 Packets	NO
79	<b>Punch Machine (Double Punch) OPAL 600P or Equivalent</b>	05 Nos	NO
80	<b>Punch Machine (Single Punch) OPAL</b>	02 Nos	NO
81	<b>Uni-ball Signo 0.7mm</b> (Blue 20,Black 10) 12 in each packet	30 Packets	NO
82	<b>Masking Tape</b>	10 Nos	NO

**LOT 02.....TONERS/CARTRIDGES**

<b>S.No</b>	<b>Items with Specifications</b>	<b>Quantity</b>
01	<p><b><u>Tonnors/Cartridges (Tonner/Cartridge must be original)</u></b></p> <p>Photocopier Kyocera TASKalfa 3011i multifunctional ( bidder must be authorized dealer of the Kyocera Company, bidder must attach authorization letter of the Kyocera company otherwise bid will be rejected)</p>	20 Nos.
02	<p><b><u>Tonnors/Cartridges (Tonner/Cartridge must be original)</u></b></p> <p>Photocopier Ricoh Model 2014AD ( bidder must be authorized dealer of the Ricoh company, bidder must attach authorization letter of the Ricoh company otherwise bid will be rejected)</p>	01 Nos.
03	<p><b><u>Tonnors/Cartridges (Tonner/Cartridge must be original)</u></b></p> <p>Photocopier Konica Minolta Bizhub 654</p>	08 Nos.

**LOT 03.....CONSUMABLES ITEMS (CLEANING & SWEEPING MATERIAL)** (Bidder must quote rates of all items in Lot 03)

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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